

AGENDA 3-24-14  
ITEM C-1

**DEXTER VILLAGE COUNCIL  
REGULAR MEETING  
MONDAY, MARCH 10, 2014**

**A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to order at 7:30 PM by President Keough at the Dexter Senior Center located at 7720 Ann Arbor Street in Dexter, Michigan.

**B. ROLL CALL:** President Keough

J. Carson	P. Cousins
D. Fisher (arr at 7:36 PM)	J. Knight
J. Semifero	R. Tell

Also present: Donna Dettling, Village Manager; Courtney Nicholls, Assistant Village Manager; Michelle Aniol, Community Development Manager; Carol Jones, Village Clerk; Dan Schlaff, Public Services Superintendent; Scott Maurer, Water and Sewer Department; Patrick Droze, Orchard, Hiltz and McCliment; residents and media.

**C. APPROVAL OF THE MINUTES**

1. Regular Council Meeting – February 24, 2014
2. Work Session – February 24, 2014

Motion Cousins; support Knight to approve the minutes of the Regular Council Meeting of February 24, 2014 and the Work Session of February 24, 2014 with the following correction in the Work Session under the update on inquiry to MDOT, sentence should read...Information was provided by OHM on MDOT and design guidelines.

Unanimous voice vote for approval with Trustee Fisher absent.

**D. PREARRANGED PARTICIPATION**

None

**E. APPROVAL OF THE AGENDA**

Motion Tell; support Knight to approve the agenda with additional information for item I-4 Facilities Report –Architect Services; a copy of the Sidewalk Easement for the Central Street Project; and a memo from Scio Township Assessor, Jim Merte.

Unanimous voice vote for approval with Trustee Fisher absent.

**F. PUBLIC HEARINGS**

*Action on each public hearing will be taken immediately following the close of the hearing*

None

## **G. NON-ARRANGED PARTICIPATION**

Keri Romine of 7720 Chamberlin Road, Dexter and Rich Henes of 3374 Central Street, Dexter read a statement regarding of the work put forth with Council regarding the Central Street Project and the parking options at the Dexter Mill. They spoke of favoring the option on page 129 of the packet.

## **H. COMMUNICATIONS:**

1. Upcoming Meeting List
2. Sign Calendar
3. Scio Township – Zoning Board of Appeals Public Hearing Notice
4. Letter regarding Moore Controls
5. Letter to Vickie Kaiser regarding stop sign request
6. Letter from AT&T
7. Scio Township Newsletter

## **I. REPORTS**

### **1. Public Services Superintendent – Dan Schlaff**

Mr. Schlaff submits his progress report of the DPW and Water/Sewer per packet.  
Mr. Schlaff gave the following updates:

- Discussion was held on future software purchase that would help to manage the reports of the DPW and Water/Sewer.
- Sludge Project – Working with Biotech as the secondary digester has an issue and either looking bringing in a press or asking another community to store and digest the sludge.
- Taking core samples on Main Street where there have been issues.
- On Friday, the lift station went down. Looked into repairs and have found that a new one is almost the same price as rebuilding it, thus will be purchasing a new unit.

### **2. Community Development Manager – Michelle Aniol**

Ms. Aniol submits her report as per packet and gave the following updates:

- Arbor Day will take place on April 25 and the Village will have hardwoods and evergreen seedlings available for planting
- Spring tree bid packet has been sent out and the Tree Board will review the information on March 11.
- Made a business retention visit to Dexter Research along with members of Spark and MEDC.
- Trail Town – we are one of five who are Trail Town communities and working on a presentation showing how tourism aids economic development.

- DAPCO Re-development – Jim Houk has presented a review of design standards to Planning Commission.
- Invited Council members to the Planning Commission's work session on Monday, April 7 regarding the CIP.
- Question was asked about the April 19 Easter Egg Hunt.

### 3. Boards, Commissions. & Other Reports-"Bi-annual or as needed"

#### Dexter Area Fire Department

Agenda and minutes included in the packet. The question was asked about CAFA building a sub-station on Jackson Road in Lima Township and Mr. Tell responded that he could not confirm this.

### 4. Subcommittee Reports

#### Facilities – Notes from 2-21-14

- The RFP was presented and will be sent out tomorrow (March 11).
- A comment was made at possibly looking at another alternative site on Second Street.

### 5. Village Manager Report

Mrs. Dettling submits her report as per packet. Mrs. Dettling gave the following verbal updates:

- Received notification of a small oil release on the DAPCO demo site today. It was contained by the DPW and will be cleaned up tomorrow.
- The Washtenaw County Weighmaster was out and about in the Village today (March 10).

### 6. President's Report

Mr. Keough submits his report as per packet. In addition Mr. Keough reported on the following:

- Attended and spoke at the March 4 Board of Review meeting at Scio Township.
- Trustee Cousins, chairman of the Scio Township Board of Review, spoke on the meeting of the Board. There was a vote on the Chelsea Wellness Foundation/Dexter Wellness Center property with one yes, one no and one abstention as whether to place the property on the tax rolls or allow it to be non-taxable as recommended by the Scio Township Assessor. There will be a hearing on March 15 at 1:15 and the Board of Review will make a decision. Discussion followed on the issue and process.
- Wrote a letter to the National Water Trails System application in support for the Huron River Water Trail.

## J. CONSENT AGENDA

1. Consideration of: Bills and Payroll in the amount of \$397,084.62

2. Consideration of: Knights of Columbus Tootsie Roll Sale on Village Sidewalks from April 11, 2014 to April 13, 2014

Motion Fisher; support Carson to approve items 1 and 2 of the Consent Agenda.

Unanimous voice vote for approval

**K. OLD BUSINESS-Consideration and Discussion of:**

1. Discussion of: Cityhood Next Steps-Charter Commission Update

Ms. Nicholls reported that the Charter Commission will be holding a Public Hearing on March 22, 2014 at 2 PM at the Dexter District Library. The Commission should have the majority of the important material done by that date. The public hearing was pushed up due to the filing dates being changed. The Commission will have the second reading of the topics of Taxation, Special Assessments and Borrowing this week and Attorney Tom Ryan will be attending this week to answer questions.

**L. NEW BUSINESS-Consideration of and Discussion of:**

1. Consideration of: Planning Commission Recommendation to Approve Victoria Condominium Area Plan

Motion Carson; support Knight based on the information provided by the applicant, the provisions set forth in Section 19.08, sub-section A.6 and the Planning Commission's recommendation, the Village Council moves to approve the modified area plan for the Victoria Condominiums at the Dexter Crossing Planned Unit Development in accordance with Planning Commission's recommendation.

Ayes: Carson, Cousins, Fisher, Knight, Semifero, Tell and Keough

Nays: None

Motion carries

2. Consideration of: OHM Recommendation for Central Street – Dexter Mill Area to Remove Raised Concrete Island and Provide Angled Parking

Motion Knight; support Tell to approve the OHM proposal for Central Street – Dexter Mill area to remove the concrete island and provide perpendicular parking with an easement granted by the Dexter Mill for the sidewalk and the parking area by the railroad tracks.

Ayes: Knight Semifero, Tell and Keough

Nays: Cousins, Fisher and Carson

Motion carries 4 to 3



3. Consideration of: Michigan Department of Transportation – Act 51  
Required Street Certification Resolution for Dexter  
Crossing Phase 5B

Motion Tell; support Fisher to approve the resolution for Dexter Crossing  
Phase 5 B for Michigan Department of Transportation – Act 51 funding.

Ayes: Fisher, Knight, Semifero, Tell, Carson, Cousins and Keough

Nays: None

Motion carries

#### **M. COUNCIL COMMENTS**

Carson	None
Tell	None
Knight	None
Jones	Invited all to attend the Dexter Artisan Fair on Saturday, March 22 from 10 AM – 3 PM at Creekside Intermediate School
Semifero	Commented on pictures in the packet of the clothing bins at Dexter Mill and that they appear to be in the right-of-way.
Fisher	None
Cousins	None

#### **N. NON-ARRANGED PARTICIPATION**

None

#### **O. ADJOURNMENT**

Motion Tell; support Knight to adjourn at 9:47 PM  
Unanimous voice vote for approval

Respectfully submitted,

Carol J. Jones  
Clerk, Village of Dexter

Approved for Filing: \_\_\_\_\_



DEXTER VILLAGE COUNCIL  
WORK SESSION  
SATURDAY, MARCH 8, 2014

AGENDA 3-24-14  
ITEM C-2

**A. CALL TO ORDER**

The meeting was called to order at 8:376 AM by President Keough in the Copeland Board Room at 7714 Dexter Ann Arbor Rd. in Dexter, Michigan

**B. ROLL CALL:** President Keough

J. Carson	P. Cousins -absent
D. Fisher	J. Semifero
J. Smith	R. Tell (arr at 8:45 left at 11:50)

Also attending: Village Manager, Donna Dettling; Assistant Village Manager, Courtney Nicholls; Community Development Manager, Michelle Aniol; Finance Director/Treasurer, Marie Sherry; Council Clerk, Carol Jones; and Public Services Superintendent, Dan Schlaff.

**C. GOALS AND OBJECTIVES**

Review the Goals and Objectives Worksheet

Goal – Maintain Financial Sustainability

Reword #1 and #2

Rework Economic Development aspect – discussion followed on personnel and sites for development and redevelopment

Goal – Ensure Good Stewardship of Municipal Infrastructure

Put #1 at the end of the goals

#2 – discussed importance of controlling operation costs and the importance of a well search, safety program and staffing

Make #4 (Road Maintenance) a separate goal

**D. UPDATE FROM ROAD COMMITTEE**

- Joe Semifero and Jim Carson presented the Streets Committee Interim report and Joe spoke of developing a computer program to assist with the maintenance.

**E. STAFF UPDATES**

- Michelle reviewed and explained the Redevelopment Ready Communities application.
- Question asked should the Village become a member of Spark.
- Update on NUBCo.
- Viewed letter to the Board of Review.

## **F. ADJOURNMENT**

Adjourned at 12:40 PM

This is a Special Council work session; action will NOT be taken.

*"This meeting is open to all members of the public under Michigan Open Meetings Act"*

Respectfully submitted,

Carol J. Jones  
Clerk, Village of Dexter

Approved for Filing: \_\_\_\_\_

# 2014 Meeting Calendar

Board	Date	Time	Location	Website	Village Representative
Dexter Downtown Development Authority	3/19/2014	7:30 a.m.	Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	Shawn Keough
Washtenaw Area Transportation Study-Policy	3/19/2014	9:30 a.m.	Scio Township Hall	<a href="http://www.miwats.org/">http://www.miwats.org/</a>	Jim Carson
City Charter Commission	3/19/2014	6:30 p.m.	Copeland Board Room	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Dexter Area Fire Board	3/20/2014	6:00 p.m.	Dexter Township Hall	<a href="http://dexterareafire.org/">http://dexterareafire.org/</a>	Ray Tell/Jim Seta
Healthy Community Steering Committee	3/20/2014	9:00 a.m.	Chelsea Hospital - White Oak Room		Paul Cousins
City Charter Commission - Public Hearing	3/22/2014	2:00 p.m.	Dexter District Library	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Dexter Village Council	3/24/2014	7:30 p.m.	Dexter Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Scio Township Board	3/25/2014	7:00 p.m.	Scio Township Hall	<a href="http://www.sciotownship.org/">http://www.sciotownship.org/</a>	
Western Washtenaw Area Value Express	3/25/2014	8:15 a.m.	Chelsea Community Hospital	<a href="http://www.ridethewavebus.org/">http://www.ridethewavebus.org/</a>	Jim Carson
Farmers Market/Community Garden Oversight Committee	3/25/2014	5:30 p.m.	Village Offices	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	Julie Knight
City Charter Commission	3/26/2014	6:30 p.m.	Copeland Board Room	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Dexter Village Council Work Session	3/29/2014	9:00 a.m.	Dexter District Library	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Dexter Community Schools Board of Education	3/31/2014	7:00 p.m.	Creekside Intermediate School	<a href="http://dexterschools.org/">http://dexterschools.org/</a>	
Dexter Village Tree Board	4/1/2014	5:00 p.m.	Village Offices	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Dexter Village Arts, Culture & Heritage Committee	4/1/2014	7:00 p.m.	Dexter Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	Paul Cousins
Washtenaw Area Transportation Study-Technical	4/2/2014	9:30 a.m.	Road Commission Offices	<a href="http://www.miwats.org/">http://www.miwats.org/</a>	Rhett Gronevelt
City Charter Commission	4/2/2014	6:30 p.m.	Copeland Board Room	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Dexter Area Historical Society Board	4/3/2014	7:00 p.m.	Dexter Area Historical Museum	<a href="http://www.dextermuseum.org/">http://www.dextermuseum.org/</a>	
Dexter District Library Board	4/7/2014	7:00 p.m.	Dexter District Library	<a href="http://www.dexter.lib.mi.us/">http://www.dexter.lib.mi.us/</a>	Pat Cousins
Dexter Village Planning Commission	4/7/2014	7:30 p.m.	Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	Joe Semifero
Farmers Market Vendor Dinner	4/8/2014	6:00 p.m.	Dexter District Library	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	Julie Knight
SH - Dexter Coalition	4/8/2014	5:30 p.m.	Dexter Wellness Center		Paul Cousins, Donna Dettling
Scio Township Board	4/8/2014	7:00 p.m.	Scio Township Hall	<a href="http://www.sciotownship.org/">http://www.sciotownship.org/</a>	
Chelsea Area Planning Team/Dexter Area Regional Team	4/9/2014	7:00 p.m.	Lima Township	<a href="http://www.ewashtenaw.org/">http://www.ewashtenaw.org/</a>	Jim Carson
Dexter Area Chamber of Commerce	4/9/2014	8:15 a.m.	Copeland Board Room	<a href="http://www.dexterchamber.org/">http://www.dexterchamber.org/</a>	Julie Knight
City Charter Commission	4/9/2014	6:30 p.m.	Copeland Board Room	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Dexter Village Facility Committee	4/10/2014	9:00 a.m.	Village Offices	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	Shawn Keough, Paul Cousins, Julie Knight
Gateway Initiative (Big 400)	4/11/2014	9:30 a.m.	Waterloo Recreation Area		Paul Cousins, Carol Jones
Dexter Village Council	4/14/2014	7:30 p.m.	Dexter Senior Center	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	
Dexter Township Board	4/15/2014	7:00 p.m.	Dexter Township Hall	<a href="http://www.twp-dexter.org/">http://www.twp-dexter.org/</a>	
Dexter Village Parks Commission	4/15/2014	7:00 p.m.	Village Offices	<a href="http://www.dextermi.gov">http://www.dextermi.gov</a>	Donna Fisher
Webster Township Board	4/15/2014	7:30 p.m.	Webster Township Hall	<a href="http://www.twp.webster.mi.us/">http://www.twp.webster.mi.us/</a>	

Due to the possibility of cancellations please verify the meeting date with the listed website or the Village representative



2014 Sign Calendar

	Name of Group	Dates	Number Approved	Approval Date	Locations		Name of Group	Dates	Number Approved	Approval Date	Locations
<b>January</b>	Dexter Senior Ctr-Winter Market	1/11 & 1/25	3-18X24 / 2-2X4"	11/22/2013	1,2,4,5,44	<b>August</b>	Dexter Wellness Walk-Move	8/4-8/10	45430	3/6/2014	1,2,4,5,44
	St. Andrews-ABC Blood Drive	12/28-1/6/14	2-28" X 22"	12/26/2013	8						
	Dexter High School-Crazy for You	1/25-2/9	3-18X24/1-2X4" 1-3x5	1/6/2014	1,2,4,5,44						
	K of C-Quarter Mainia	1/15-1/23	5-18"X 24"	1/15/2014							
	Mill Creek-Red Cross Blood Drive	1/13-1/23	2-18" X 24"	1/15/2014	21 & 36						
	St. Andrews-Monthly dinners	1/31-2/6	1-2X3"	1/6/2014	8						
<b>February</b>	Dexter Senior Ctr-Winter Market	2/8 & 2/22	3-18X24 / 2-2X4"	11/22/2013	1,2,4,5,44	<b>September</b>	St. Andrews-Blood Drive	9/19-9/29	2 - 28" X 22"	1/6/2014	8 & 22
	Dexter Community Orchestra-Concert	2/9 & 2/23	2 - 4" X 3"	10/3/2013	5 & 9		St. Andrews-Monthly dinners	8/29-9/4 & 9/26-10/2	1-2X3"	1/6/2014	8
	Dexter High School-Crazy for You	1/25-2/9	3-18X24/1-2X4" 1-3x5	1/6/2014	1,2,4,5,44		Dexter Wellness Walk-Move	9/8-9/14	45430	3/6/2014	1,2,4,5,44
	St. Andrews-Monthly dinners	1/31-2/6 & 2/28-3/6	1-2X3"	1/6/2014	8						
<b>March</b>	Dexter Senior Ctr-Winter Market	3/8 & 3/22	3-18X24 / 2-2X4"	11/22/2013	1,2,4,5,44	<b>October</b>	St. Andrews-Monthly dinners	9/26-10/2 & 10/31-11/6	1-2X3"	1/6/2014	8
	Community Band - Concert	2/17-3/2	1 - 18" x	11/1/2013	1,3,5		Dexter Wellness Walk-Move	10/6-10/12	45430	3/6/2014	1,2,4,5,44
	St. Andrews-Monthly dinners	2/28-3/6 & 3/28-4/3	1-2X3"	1/6/2014	8						
	Dexter Historical Soc.-Artisan Fair	3/8-3/22	5-18X24	2/18/2014	1,2,4,5,44						
	Dexter Wellness Walk-Move More	3/3-3/9	5-18X24"	3/6/2014	1,2,4,5,44						
	Dexter K of C-Quarter Mania	3/17-3/27	5-18"X24"	3/17/2014	1,2,4,5,10						
<b>April</b>	Dexter Community Schools-ArtWalk	4/21-5/5/14	5-18 X 24	12/11/2013	1,2,4,44,10	<b>November</b>	St. Andrews-Monthly dinners	10/31-11/6	1-2X3"	1/6/2014	8
	Dexter Senior Ctr-Winter Market	4/5 & 4/19	3-18X24 / 2-2X4"	11/22/2013	1,2,4,5,44		Dexter Wellness Walk-Move	11/28-12/4	45430	3/6/2014	1,2,4,5,44
	Dexter Community Orchestra-Concert	4/27/14	2 - 4" X 3"	10/3/2013	5 & 9						
	St. Andrews-Blood Drive	4/10-4/21	22"	1/6/2014	8 & 22						
	St. Andrews-Monthly dinners	3/28-4/3 & 4/25-5/1	1-2X3"	1/6/2014	8						
<b>May</b>	Dexter Wellness Walk-Move More	4/7-4/13	5-18"X24"	3/6/2014	1,2,4,5,44						
	Dexter Community Schools-ArtWalk	4/21-5/5/14	5-18 X 24	12/11/2013	1,2,4,44,10						
	Community Band - Concert	4/21-5/4	18" x 24"	11/1/2013	1,3,5						
	St. Andrews-Monthly dinners	4/25-5/1	1-2X3"	1/6/2014	8						
<b>June</b>	Dexter Wellness Walk-Move More	5/5-5/11	5-18"X24"	3/6/2014	1,2,4,5,44						
	Dexter Wellness Walk-Move More	6/9-6/15	5-18"X24"	3/6/2014	1,2,4,5,44						
<b>July</b>	St. Andrews-Blood Drive	07/10-07/21	22"	1/6/2014	8 & 22	<b>December</b>	St. Andrews-Monthly dinners	11/28-12/4	1-2X3"	1/6/2014	8
	Dexter Wellness Walk-Move More	7/7-7/13	45430	3/6/2014	1,2,4,5,44		Dexter Wellness Walk-Move	12/8-12/14	45430	3/6/2014	1,2,4,5,44
Location Listing: 1 - Baker/Main, 2 - Central/Mill, 3 - Dexter Ann Arbor/Copeland, 4 - Main/Alpine, 5 - Baker/Cemetery, 6 - Monument Park, 7 - Creekside, 8 - 7610 Dexter Ann Arbor, 9 - Peace Park, 10 - Dexter Ann Arbor/Limits, 11 - Cornerstone, 12 - Bates, 13 - 3443 Inverness, 14 - 7720 Ann Arbor Street, 15 - S. Main/Broad, 16 - N. Main/Broad, 17 - Edison/Ann Arbor Street, 18 - Dover/Fifth, 19 - Central/Fifth, 20 - Broad/Fifth, 21 - Mill Creek Middle School, 22 - Fourth/Inverness, 23 - Dexter Bakery, 24 - Lighthouse, 25 - Dexter Pharmacy 2, 26-Warrior Creek Park Driveway, 27-Dexter Flowers, 28-Terry B's, 29-7795 Ann Arbor St, 30 - 7915 Fourth, 31 - 7651 Dan Hoey, 32 - Wylie, 33-Lions Park, 35-Dexter Crossing Entrance, 36 - Dan Hoey/Dexter Ann Arbor, 37 - Dover/Main, 38 - Fourth/Central, 39 - Baker/Hudson, 40 - Inverness/Ann Arbor, 41 - Main/Jeffords, 42 - Third/Broad, 43 - 3rd/Dover, 44 - Ryan/Dexter Ann Arbor, 45 - Meadowview/Dexter Ann Arbor, 46 - Ice Rink, 47-Dexter Mill/RR tracks, 48-7444 Dexter											

\*\* Dexter Farmers Market will place up to 5 signs on Friday, Saturday and Tuesday from May through October to advertise for the market

\*\* Dexter Area Chamber will place 4 signs on Friday night to announce the summer series (1, 2, 5, 44)





AGENDA 3-24-14  
ITEM H-3

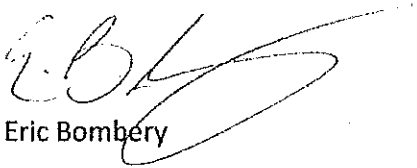
Saturday, March 11, 2014

Shawn Keough and Village Council  
8140 Main Street  
Dexter, Michigan 48130

Shawn and Village Council Trustees,

Thank you very much for allowing me to serve on the Zoning Board of Appeals for the last 6+ years. I appreciate the opportunity and hope the Board and I contributed to making the Village a great place. This is my official resignation as chair and member of the Zoning Board of Appeals. My wife accepted a physician position in Grand Rapids and we will be relocating there in June. I will be able to serve through May 31, 2014.

Thank you again,



Eric Bombery





**LAWRENCE KESTENBAUM  
COUNTY CLERK / REGISTER OF DEEDS**

200 North Main Street, Suite 120 P.O. Box 8645 Ann Arbor, Michigan 48107-8645

Phone (734) 222-6730 • Fax (734) 222-6528

[www.ewashtenaw.org](http://www.ewashtenaw.org)

**AGENDA**

3-24-14

**ITEM**

4-4

Dexter Village Council & Administration  
8123 Main Street  
Dexter, MI 48130

**RE: CHANGE IN FILING DEADLINES FOR CANDIDATES AND PROPOSAL LANGUAGE**

Dear Village Council & Administration,

Please be aware that recent changes in election law signed by the Governor in late December, 2013 have changed the filing deadlines for all Council offices as well as for proposal language certified by the Village Council to appear on all future ballots.

Effective January 1, 2014, the filing deadline for all Village elective offices has been moved forward to 4:00 p.m. on the 15<sup>th</sup> Tuesday prior to the election date. The candidate filing deadline for the November 4, 2014 General election is **4:00 p.m. on July 22, 2014**. The filing official remains the Scio Township Clerk.

Effective April 26, 2014, the deadline for ballot language to be certified to the County Clerk has been moved forward to 4:00 p.m. on the 12<sup>th</sup> Tuesday prior to the election date. The filing deadlines for ballot proposal language to appear on elections to be held this year are as follows:

August 5, 2014 Election	Ballot proposals certified to County Clerk by 4:00 p.m. on <b>May 13, 2014</b>
November 4, 2014 Election	Ballot proposals certified to County Clerk by 4:00 p.m. on <b>August 12, 2014</b>

Enclosed is a complete listing of election dates and filing deadlines with references to the applicable section of the Michigan Code of Law.

If you have any questions, please feel free to contact me at the Washtenaw County Elections Division, (734) 222-6730.

Sincerely,

Ed Golembiewski

A handwritten signature in black ink, appearing to read "Ed Golembiewski".

Chief Deputy Clerk / Director of Elections

cc: Village Clerk (by email)



AGENDA 3-24-14  
ITEM I-1

## **Public Services Department**

[dschlaff@dextermi.gov](mailto:dschlaff@dextermi.gov)

8140 Main Street Dexter, MI 48130-1092

Phone (734)426- Fax (734)426-

### **MEMO**

**To: President Keough and Council**  
**From: Dan Schlaff, Public Services Superintendent**  
**Date: March 24, 2014**  
**Re: Utility Progress & DPW Progress Reports**

Provided for Council review are progress reports for the following period:

Utility Progress Report and DPW Progress Report weeks of:

3/3/2014 to 3/9/2014  
3/10/2014 to 3/16/2014

Please contact me, if you have any questions.

Utilities process reports	3/10/2014	3/16/2014	7/Days		
sewer	7				
water	4				
mxu's, Wire	5				
new meters					
water shut offs turn on	4				
liftstations, Reads, Floats	4				
miss digs	3				
Pumping from secondary dig- gester to primary					
hosing wwtp	4				
backwash filter building	3				
final reads/beginning reads	6				
arsonic samples	1				
Morning Rounds WTP	5				
Morning Rounds WWTP	5				
Activated sludge settling test	3				
Replace, repair lighting	1				
Worked on chem feed pumps					
5th well					
Weekend Operation & Lab	2				
Cleaned Barn WWTP	1				
5th well annual grease,oil					
Flushed primary scum beaches					
Chem Cleaned sand filters					
WWTP	1				

Utilities progress reports	3/10/2014	3/16/2014	7/Days		
Grit chamber new belt					
Filled oiler, greased screw pumps	4				
Unplugged ras pump					
Chlorine delivery	1				
Snow Removal WWTP, WTP, Industrial Park Liftstation, Dexter Crossing Liftstation, Westridge Liftstation, Huron Liftstation, Northeast Sanitary Easement Water Tower	10				
Cleaned sludge sink WWTP	1				
Pumped 2ndary scum pit	2				
Pumped down firric man hole	1				
Open iron pond drain	2				
Repacked Grease In Blower					
Add 3lb polymer aeration tank	6				
Chem feed pumps WWTP	4				
NUBCO WATER READS	2	Meter # 71307627 Read 0051 Meter # 71756943 Read 2745			
Locate water shut offs	2	8403, 8544 Parkridge			
Mop clean WTP, 5 th well					
Service chem pumps WTP					
Activated sludge samples	3				
Sludge judge clarifiers	4				
Alternate outdoor, indoor screw pumps	4				
Changed Cl2 Pump Hose 5TH Well	2				

Utilities progress reports	3/10/2014	3/16/2014	7/Days		
Tim, Scott plowed snow with DPW	2	7 hours each			
Replace thermostat cl2 room WWTP	1				
Primary clarifier sludge samples	5				
Flush eye wash 5th well					
Cleaned chlorine room WWTP					
Investigate sewer backup					
5TH WELL	1	27" 7'			
DO reads activated sludge tank	9				
WATER DUTY SHEETS	DRINKING WATER LAB 7 DAYS PER WEEK.				
1 Daily grab lab:					
2 PH			7-Days Per Week		
3 Iron			7-Days Per Week		
4 Flouride			7-Days Per Week		
5 Orthoposphate			7-Days Per Week		
6 Free Chlorine			7-Days Per Week		
	WEEKLY LAB				
1 Raw Flouride				One Per Week	
2 Arsenic				One Per Week	
3 Raw iron Ryan drive wells				One Per Week	
	WEEKLY NPDES WFP				
1 PH			One Per Week		
2 Iron			One Per Week		
3 Suspended solids			One Per Week		
	DRINKING WATER REPORTING				
1 Data entry for MORs					
			State Every Month.		
	DRINKING WATER OTHER:				
1 Montly bacteriological testing					



Utilities progress reports		3/10/2014	3/16/2014	7/Days		
WASTE WATER DUTY SHEETS		WASTE WATER LAB 7 DAYS PER WEEK.				
	1	Daily grab lab		7-Days Per Week		
	2	PH		7-Days Per Week		
	3	Temp		7-Days Per Week		
	4	DO		7-Days Per Week		
	5	Fecal Coliform		7-Days Per Week		
	6	Total Chlorine		7-Days Per Week		
	7	Settlability		7-Days Per Week		
	8	MSSS AT RAS		7-Days Per Week		
	9	Wasting rates		7-Days Per Week		
		Daily Composite Lab:				
	1	Dates:		3/10/2014- 3/16/2014		
	2	BOD		7-Days Per Week		
	3	Suspended Solids		7-Days Per Week		
	4	Phosphorous		7-Days Per Week		
	5	Ammonia		7-Days Per Week		
		Sludge Lab:				
	1	PH		7-Days Per Week		
	2	Total Solids %		7-Days Per Week		
	3	Alkalinity		7-Days Per Week		
		Paragon Sampling:				
	1	Copper		1-Day Per Week		
	2					
		WASTE WATER REPORTING:				
	1	EDMR Submitted		State Every Month.		
		QA/QC:				
	1	Log Sheets		One Per Week		
		ORDER SUPPLIES:				
	1	New sludge judge				
		ORDER CHEMICALS:				
	1	Bisulfate	1			
	2	Bleach				
		IPP:	received report			
	1	Alpha Metal				
	2	Reports	Received report from Bob Wood			
	3	Other	Worked on report, called Bob Wood			

Utilities progress reports	3/10/2014	3/16/2014	7/Days		
	IPP:				
1	NUBC				
2	Reports	Received, reviewed report.			
3	Other:	Work on strength billing.			
	Miscellaneous:				
1	Pat Brennan check samples for fluoride probe.				
2	EDMR entry.				
3	ERA study input data to website.				
4	Cleaned pipet bath				
5					
	Total Work Orders		292		

Utilities progress reports	3/3/2014	3/9/2014	7/Days			
sewer	15					
water	6					
mxu's, Wire	13					
new meters	8					
water shut offs turn on						
liftstations, Reads, Floats	4					
miss digs	3					
Pumping from secondary dig- gester to primary	2					
hosing wwtp	2					
backwash filter building	3	40,000 gal				
final reads/beginning reads	2					
arsonic samples	1					
Morning Rounds WTP	5					
Morning Rounds WWTP	5					
Test fluse eye wash						
Painted floor chem room	1					
Worked on chem feed pumps						
5th well	4					
Weekend Operation & Lab	2					
Maintenance pull behind air compressor						
5th well annual grease,oil						
Flushed primary scum beaches						
Chem Cleaned sand filters	1	#1				
WWTP						

Utilities progress reports	3/3/2014	3/9/2014	7/Days			
Grit chamber new belt						
Filled oiler, greased screw pumps	1					
Unplugged ras pump						
High service pump maintenace						
Snow Removal WWTP, WTP, Industrial Park Liftstation, Dexter Crossing Liftstation, Westridge Liftstation, Huron Liftstation, Northeast Sanitary Easement Water Tower	10					
5 TH Well CL2 Pumps						
Pumped 2ndary scum pit	2					
Pumped down firric man hole						
Open iron pond drain	1					
Repacked Grease In Blower						
Add 3lb polymer aeration tank						
Handed out water shut off tags	50					
NUBCO WATER READS	2	Meter # 71307627 Read 0051 Meter # 71756943 Read 2702				
Unplugde digester sum pump						
Mop clean WTP, 5 th well	2					
Service chem pumps WTP						
Break ice clean storm inlets Dexter Crossing, Huron Farms Disinfection Chambers WWTP						
Changed Cl2 Pump Hose 5TH Well						

Utilities projects reports	3/3/2014	3/9/2014	7/Days			
Monthly Fire Extinguisher Inspection						
Monthly Exit/Emergency Light Inspection						
Scott, Tim Helped DPW with Snow Removal						
Flush eye wash 5th well						
Cleaned chlorine room WWTP						
Investigate sewer backup	1	Alpha Metal 8155 Huron in there sewer lead.				
	1	Dexter rental 8080 Grand. In there sewer lead.				
5TH WELL	1	30' 5"				
Pulled Huron lift station pump	1	Out on reset high temp worked with Kennedy				
WATER DUTY SHEETS	DRINKING WATER LAB 7 DAYS PER WEEK.					
	1	Daily grab lab:				
	2	PH		7-Days Per Week		
	3	Iron		7-Days Per Week		
	4	Flouride		7-Days Per Week		
	5	Orthoposphate		7-Days Per Week		
	6	Free Chlorine		7-Days Per Week		
		WEEKLY LAB				
	1	Raw Flouride		One Per Week		
	2	Arsenic		One Per Week		
	3	Raw iron Ryan drive wells		One Per Week		
		WEEKLY NPDES WFP				
	1	PH		One Per Week		
	2	Iron		One Per Week		
	3	Suspended solids		One Per Week		
		DRINKING WATER REPORTING				
	1	Data entry for MORs				
			State Every Month.			
		DRINKING WATER OTHER:				
	1	Montly bacteriological testing				

Utilities progress reports		3/3/2014	3/9/2014	7/Days			
WASTE WATER DUTY SHEETS		WASTE WATER LAB 7 DAYS PER WEEK.					
	1	Daily grab lab		7-Days Per Week			
	2	PH		7-Days Per Week			
	3	Temp		7-Days Per Week			
	4	DO		7-Days Per Week			
	5	Fecal Coliform		7-Days Per Week			
	6	Total Chlorine		7-Days Per Week			
	7	Settlability		7-Days Per Week			
	8	MSSS AT RAS		7-Days Per Week			
	9	Wasting rates		7-Days Per Week			
		Daily Composite Lab:					
	1	Dates:		3/3/2014 - 3/9/2014			
	2	BOD		7-Days Per Week			
	3	Suspended Solids		7-Days Per Week			
	4	Phosphorous		7-Days Per Week			
	5	Ammonia		7-Days Per Week			
		Sludge Lab:					
	1	PH		7-Days Per Week			
	2	Total Solids %		7-Days Per Week			
	3	Alkalinity		7-Days Per Week			
		Paragon Sampling:					
	1	Copper		1-Day Per Week			
	2						
		WASTE WATER REPORTING:					
	1	EDMR Submitted		State Every Month.			
		QA/QC:					
	1	Log Sheets		One Per Week			
		ORDER SUPPLIES:					
	1	NCL, glass cleaner, reagents					
		ORDER CHEMICALS:					
	1	Bisulfate	1				
	2	Bleach	1				
		IPP: received report					
	1	Alpha Metal					
	2	Reports					
	3	Other	Worked on IPP annual report.				

Utilities progress reports	3/3/2014	3/9/2014	7/Days			
	IPP:					
1	NUBC					
2	Reports					
3	Other:					
	Miscellenous:					
1	Maintenance on DO probe.					
2	GIS maps for old Dexter Pharmacy.					
3	Sent TMDL numbers to Matt Zimmerman					
4	Emailed Blair W/ALK info.					
5						
	Total Work Orders		314			





DPW Progress Report	3/10/2014	3/16/2014	7-Days			
Leaf Pick-Up						
Chip Brush						
Patch Roads	2	5-hours each				
Repair Shoulders						
Grade Shoulder						
Storm Sewer Repair						
Install Street Sign						
Road Repair						
Trim Trees,Cut Down						
Clean Ditch						
Pick Up Trash	2	1.5 hours down town, parks				
Plow Roads						
Maintain/Inspect Playgrounds						
Lawn Mowing						
Street Sweeping						
Clean Downtown						
Farmers Market						
Monthly Engine Hours	1	1 hour				
Apple Daze Prep						
Storm Water Inspection						
Sprinkler System Maintenance						
Crack Seal						

DPW Progress Report	3/10/2014	3/16/2014	7-Days			
Cleaned 5 yard truck						
Emptying Street Sweeper into Dumpster						
Monthly Crane Inspection						
Weed Killer Application						
Miss Diggs						
Stand Pipe Westridge						
Parks						
Closed ice rink season	1	1 hour				
Maintenance on sweeper						
Working On Leaf Machine						
Traffic Signals						
Clock Downtown						
Put up, Take Down Banners	2	1.5 hours repair on banner, reattach kids banners.				
Radar Sign						
Bridge Water Tire						
Maintenance GMC Truck						
Compost Bags						
Cleaned Drains	2	4 hours				
Fuel in Bobcat, plow	1	1 hour				
Office Towels, T.P						
Salted Bricks, Parks, Down-town, Sidewalks.						

DPW Progress Report	3/10/2014	3/16/2014	7-Days			
Plowing, Removal Of Snow						
Parking Lots						
Snow Removal Alleys						
Push Back Intersections						
Cleaned Crosswalks						
Push Back Shoulders						
Maintenance International						
Dump Truck						
Salted Intersection						
Bobcat maintenance						
Take down x-mas decoration	3	25 hours 4-days				
Hand salted parking in front						
of All STATE						
Clean Office, Break Room						
Cleaned trucks						
Maintenance 1 Ton Truck						
Picked Up 8.5 Ton Cold Patch						
SWPP reports						
PIPP reports						
Pushed back drying bed						
WWTP						
Moved snow Huron lift station						
Moved snow farm house						
Village helped Dexter school						
with snow removal at Bates						
school.						

DPW Progress Report	3/10/2014	3/16/2014	7-Days			
Pre-inspection bucket truck	2	30 min				
Pre-inspection 1 ton trucks	1	30 min				
Pre-inspection GMC truck	1	30 min				
Pre-inspection International truck	1	30 min				
Pre-inspection front end loader	1	30 min				
Pre-inspection Case backhoe	1	30 min				
Pre-inspection Bobcat	1	30 min				
Contacted soil erosion officer, sent pictures.	4	8361, 8367, 8337, 8343 Parkridge.	2 hours			
Frozen storm lines behind Dexter Pub	4	4-lines, manhole	5 hours			
Front end loader to Bridgeway snow pile with tunnel	1	1 hour				
Kurt, Todd, Butch came in March/3/2014 snow removal	3	Cleaned down town, parking lots, salted, swept sidewalk, pushed up cul die sacs, clear snow stairs, gazebo, swept path. 12:00 am - 8:00 am	8 hours.			
Snow removal in town	3	Todd, Butch 4:00 am - 6:00 pm. Kurt 7:00 am - 6:00 pm				
		Todd 14 hours, Butch 14 hours, Kurt 11 hours				
		total hours 3/12/2014 39 hours.				
Cleaned work area	2	1 hour				
DTE lights	1	1 hour				
Total work orders	36					
Total work hours	90.5	90.5 with out overtime, lunch break.				

DPW Projects Report	3/3/2014	3/9/2014	7-Days		
Leaf Pick-Up					
Chip Brush					
Patch Roads	3 Ind Park, Dover, Edison.				
Repair Shoulders					
Grade Shoulder					
Storm Sewer Repair					
Install Street Sign					
Road Repair					
Trim Trees,Cut Down					
Clean Ditch					
Pick Up Trash	1 Down town, Parks.				
Plow Roads					
Maintain/Inspect Playgrounds					
Lawn Mowing					
Street Sweeping					
Clean Downtown	1 Snow				
Farmers Market					
Monthly Engine Hours	1				
Apple Daze Prep					
Storm Water Inspection					
Sprinkler System Maintenance					
Crack Seal					

Drawn By: [Redacted]	3/3/2014	3/9/2014	7-Days		
Cleaned 5 yard truck	1				
Emptying Street Sweeper into Dumpster					
Monthly Crane Inspection	1				
Weed Killer Application					
Miss Diggs	2				
Stand Pipe Westridge					
Parks					
Tree Inspection					
Maintenance on sweeper	1	Replaced cylinder.			
Working On Leaf Machine					
Traffic Signals					
Clock Downtown					
Put up, Take Down Banners					
Radar Sign					
Bridge Water Tire					
Maintenace GMC Truck	1	Pulled salter box out to tighten tension chain.			
Compost Bags					
Cleaned Drains	10				
Mower Truck Tail lights					
Office Towels, T.P					
Salted Bricks, Parks, Down-town, Sidewalks.					

DPW/Progress Report	3/3/2014	3/9/2014	7-Days		
Plowing, Removal Of Snow					
Parking Lots					
Snow Removal Alleys					
Push Back Intersections					
Cleaned Crosswalks					
Push Back Shoulders					
Maintenance International					
Dump Truck		1	Worked on shaft for salter new bearings.		
Salted Intersection					
Bobcat maintenance		1	Replaced hydraulic line.		
Blew Off Stairs, Gazebo					
Hand salted parking in front					
of All STATE		1			
Clean Office, Break Room		2			
Easter Eggs Office					
Maintenance 1 Ton Truck		1	Removed plow		
Picked Up 8.5 Ton Cold Patch					
SWPP reports		1			
PIPP reports		1			
Pushed back drying bed					
WWTP		2			
Moved snow Huron lift station		1			
Moved snow farm house		1			
Village helped Dexter school					
with snow removal at Bates					
school.		1	2-DPW workers front end loader, 5 yard truck		

DPW Progress Report	3/3/2014	3/9/2014	7-Days		
		3:00 am - 7:00 am 4 hours.			
Total work orders	35				





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## Memorandum

**To:** Village Council and President Keough  
Donna Dettling, Village Manager  
**From:** Michelle Aniol, Community Development Manager  
**Re:** REPORT  
**Date:** March 19, 2014

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**MEDC Redevelopment Ready Communities Update** – Staff received a phone call from MEDC earlier this week letting us know the Village's application to participate in the Redevelopment Ready Communities has been approved! MEDC is expected to make an announcement on Wednesday, March 19, 2014. At the time this memo was drafted, the announcement had not yet been posted.

The next steps in the RRC Certification process include a RRC program presentation to the community, followed by the adoption of a resolution by Village Council to proceed with evaluation and execution of a Memorandum of Understanding (MOU). Attached to this memo you will find a hand-out that outlines the entire RRC Certification Process.

### **Council Work Session Follow-up:**

- **150 Jeffords (Schulz Property)** – At the direction of Council, staff contacted John Evans regarding the status of the Schulz property redevelopment efforts. Mr. Evans stated he does not have a buyer at this time, but went on to say he had spoken with a few developers who have expressed interest in the project. He also stated the hurdle for a developer to overcome is not having a commitment from retail or office tenants prior to construction. He also inquired as to whether or not the Village still has interest in taking space in the planned building, and stated he was available to meet with staff to discuss further.

In light of the recent RFP the Village posted for Architectural Services for Facilities Needs Assessment, the Schulz property could be another option for the Village to consider (as part of the Facilities Needs Assessment). However, staff does not wish to waste Mr. Evans time, or that of any developer(s), if Council does not support this as an option. Guidance from Council would, not only be appreciated, it would be welcomed.

- **3045 Broad Street** - As directed by Council, staff contact Mr. Chaconas regarding the status of the Broad Street property listing. Council will be happy to know Mr. Chaconas is working with staff on marketing materials that will be distributed to developers, both nationally and locally.

In addition, staff received an email from DTE Economic Development Division explaining that the substation supervisor and his team will be looking at their plans and possible landscape options, before contacting us in a few weeks to schedule a sit down meeting.

**Business Development** – Our next business forum with Ann Arbor Spark is tentatively scheduled for Wednesday, April 23<sup>rd</sup> at La Fontaine Chevrolet. More information will be forth coming as staff works through the planning details.

**Arbor Day** – As you know our Annual Arbor Day Event is scheduled for Friday, April 25<sup>th</sup>. 175 hardwood and evergreen seedlings will be handed out at the Dexter District Library between 10 am and noon and between 1 to 3 pm at Dexter Mill.

**Recent Developments -**

- Tenant build-outs are underway at 7050 Dexter Ann Arbor Rd in Dexter Plaza (Keller Williams) and 7093 Dexter Ann Arbor Road in Dexter Crossing (Chelsea Community Clinic).
- Staff was informed that MC3 closed on the property at 2555 Bishop Circle, formerly the ReCellular building, on Friday, March 14<sup>th</sup>. Staff has exchanged contact information in order to provide assistance with zoning compliance for signage and potential building renovation and/or expansion plans. According to a company source a September move-in date is anticipated. Staff has been asked to provide MC3 with a Welcome Packet to assist workers and their families relocate to the Village.
- Staff has drafted revised plot plan requirements for preliminary and final zoning compliance. These updates to the plot plan requirements are necessary for the Village to properly manage compliance with the Village's zoning requirements, approved site plans and engineering standards. The draft changes have been distributed to Washtenaw County Building Inspection and Soil Erosion Control, Village Staff and local builders for feedback.

# Dexter Area Fire Department



## Overview

March 2014

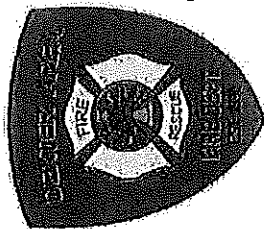
Presented By:  
Jim Seta, DAFD Chairman

AGENDA 3-24-14  
ITEM I-3



## Current Overview

- We cover approximately 80 square miles
- 8 full time Fire Fighters
- 15 Paid on Call Fire Fighters
- 3 Fire Stations
  - Main Station 8140 Main Street
  - Station 2 – 12088 N. Territorial
  - Station 3 – 5665 Webster Church Road



# Equipment

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Engine 5-3:	18 years old	Utility 5-1:	12 years old
Engine 5-1:	13 years old	Utility 5-2:	10 years old
Engine 5-2:	1 year old	Utility 5-3:	13 years old
Tower 5-7:		Brush 5-3:	12 years old
Tanker 5-1:	12 years old	Gator:	1 years old
Tanker 5-2:	7 years old		



# Employees

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- 1999 – 2 full time firefighters from 7am-10pm
- September 2000 – hired an additional firefighter for 24/7 coverage
- May 2005 – hired 1 additional firefighter to cover station 3 since Webster Township historically had the most runs
- March 2006 – hired 2 additional firefighters due to increased runs and to try and comply with NFPA standards
- 2011 – 1 additional firefighter for station 2
- 2012 – 1 additional firefighter for station 2
- 2014 – 1 additional firefighter to reduce OT



# Population Growth

	2006	2010	2013
Dexter Township	5,833	6,042	6,275
Dexter Village	3,242	4,067	4,554
Webster Township	6,059	6,328	6,426
TOTAL	15,134	16,437	17,255

14% increase in total population for DAFD response area.

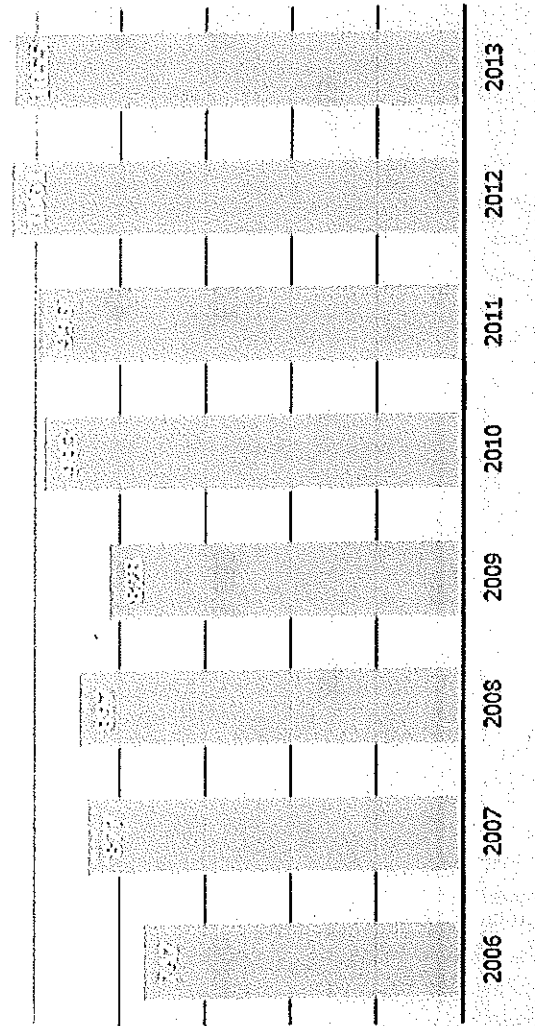
In 2006 DAFD did not cover 11 additional square miles of Dexter Township which began in 2011 which makes 2006 population less.

Since 2006 the Village has a 40.4% increase in population



# Number of Service Calls

Service Calls Per Year



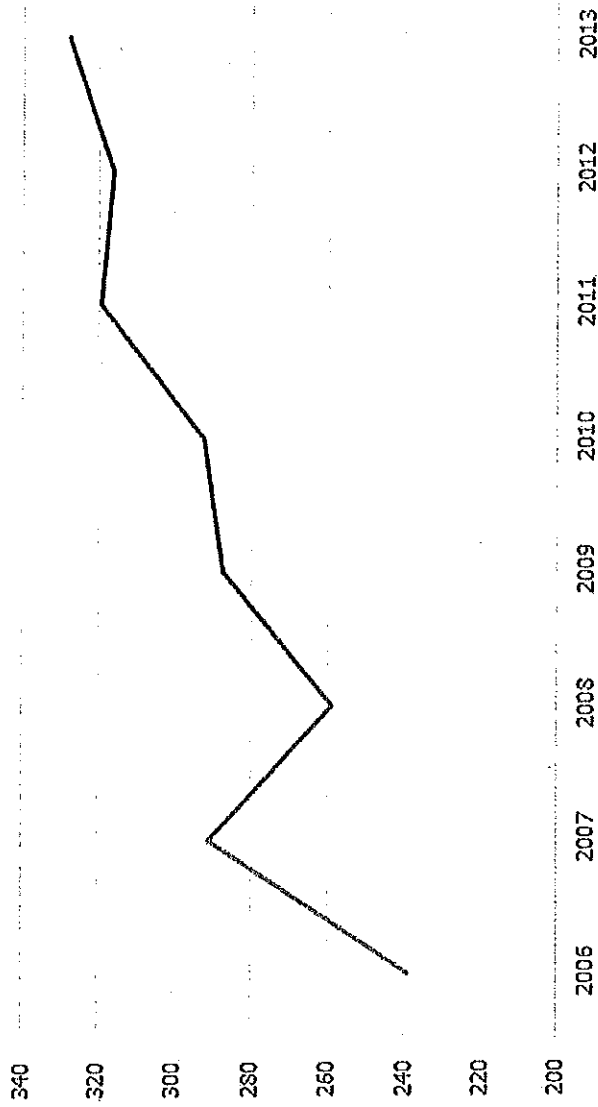
41.5% increase in service calls since 2006





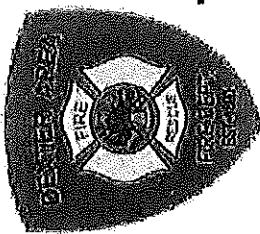
# Dexter Village Calls for Service

Dexter Village calls for service



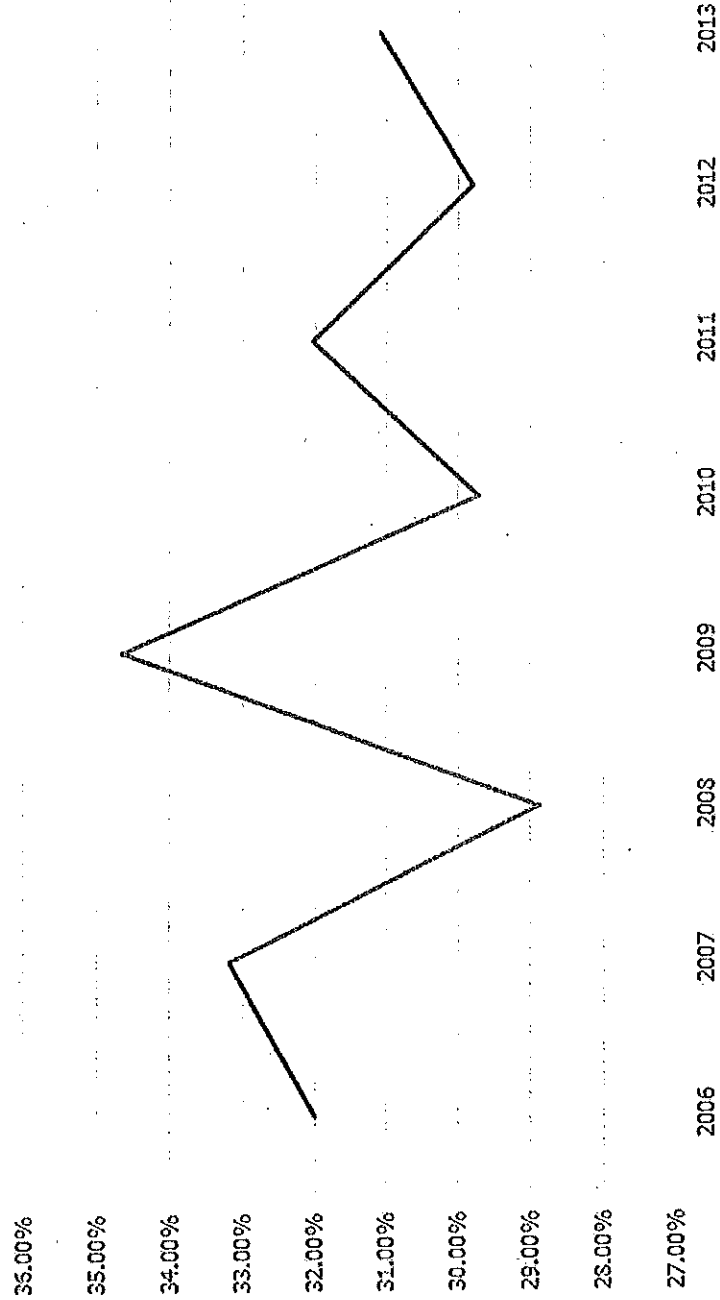
239 calls in 2006 versus 328 in 2013 = 37% increase

Dexter Twp had a 93% increase and Webster a 27% increase



# Village Percentage of Total

Village Percentage of Total Service Calls

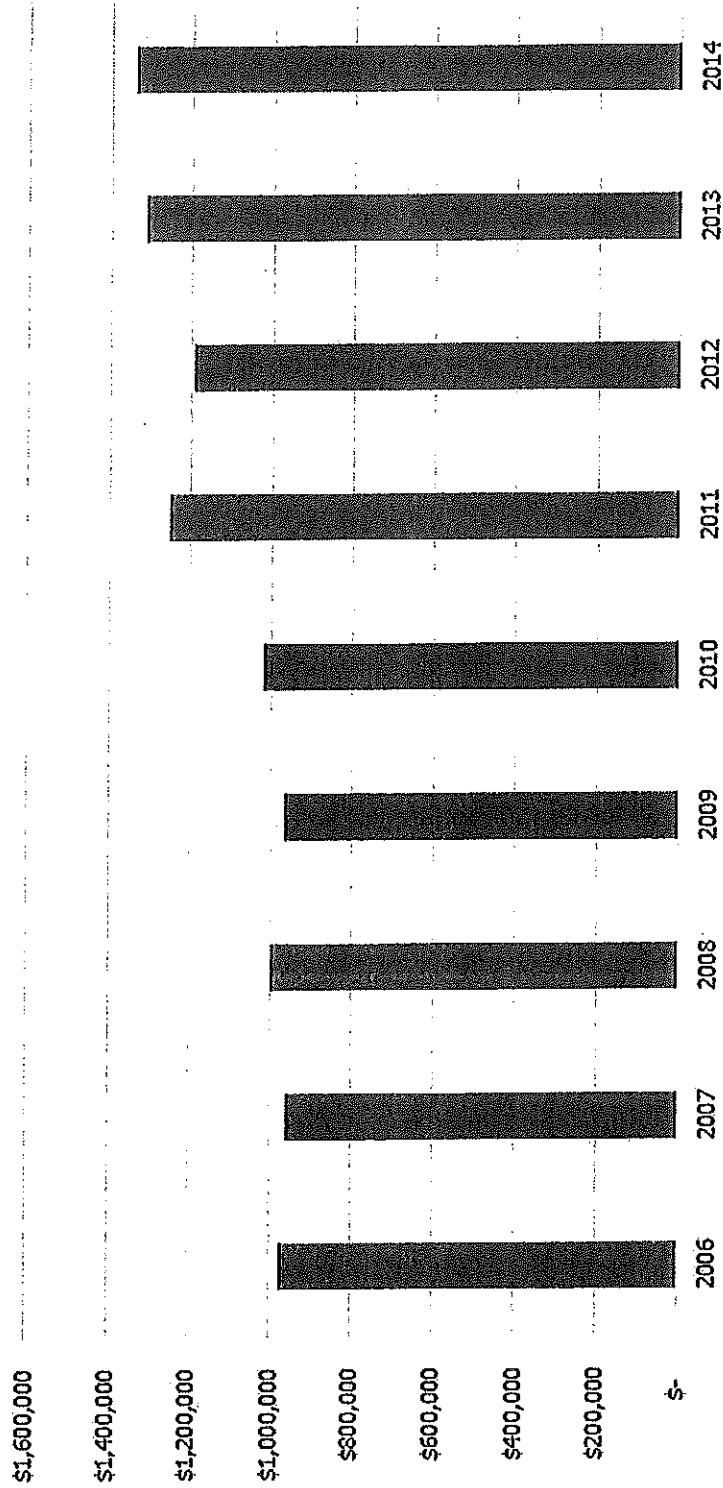


Total percentage for the Village decreased from 32% to 31%. If the runs did not increase by 37% the Village would see more benefit



# Financial

DAFD Annual Budget



2006 Budget = \$978,000      2014 Budget = \$1,339,000  
36.92% increase in annual budget



## Compare 2006 & 2014 (Major Items)

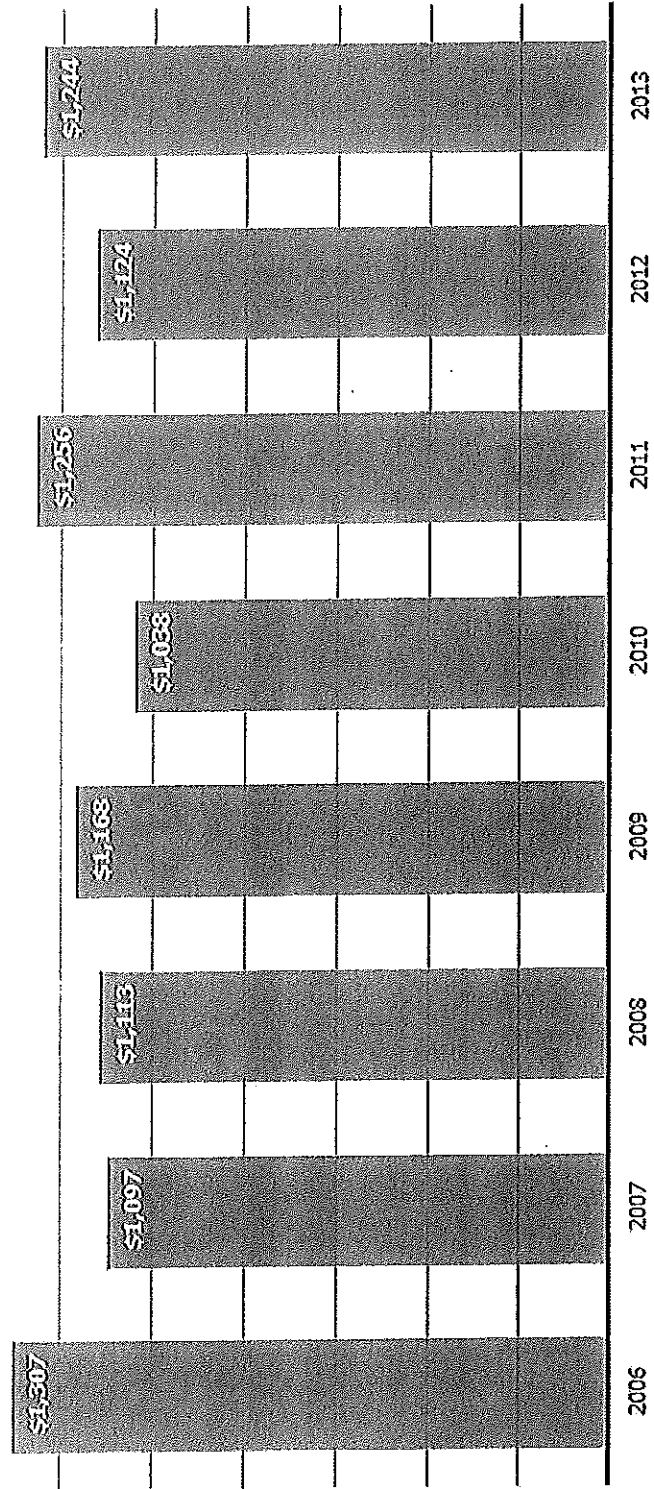
	2014 Budget	2006 Budget	% Increase / decrease	% of Total 2006 Budget	% of Total 2014 Budget	Comments
1700 - PAYROLL-FULL TIME	526,748.55	302,101.00	42.65%	30.87%	39.32%	6 Firefighters in 2006 budget and 9 in 2014 budget
1700.01 - PAYROLL- FULL TIME OVERTIME	50,000.00	33,000.00	34.00%	3.37%	3.73%	
1700.02 - EMPLOYEE BENEFITS- INSURANCE	160,000.00	44,000.00	72.50%	4.50%	11.94%	Does not include employee contribution (next line)
1700.025 - Employee Contribution to Insurance	(12,200.00)	0.00	100.00%	0.00%	-0.91%	
1700.03 - EMPLOYEE BENEFITS- RETIREMENT	52,000.00	68,091.00	-30.94%	6.96%	3.88%	Includes \$30k in 2006 for payout

Labor continues to be the main driver however 9 full time firefighters in 2014 is optimal for DAFD compared to 6 full time firefighters in 2006



# Cost per run

Average Cost per run



Average cost fluctuates but 2013 is less than 2006



# Financial Impact to Village

2006 Approximate contribution to DAFD = \$312,000  
2013 Approximate contribution to DAFD = \$408,123

Increase of 30.8% or \$96,123

2006 Total Village General Fund Expenditures \$2,370,000  
2013 Total Village General Fund Expenditures \$2,988,000

Increase of 26% or \$618,000

Since 2006 the Village has increased expenses by \$521,877 or 22% excluding the impact of the DAFD



## Response to Feb 19, 2014 Letter

- Include Village Manager on mail distribution – Done
- Summary of recent contract – see attached
- Annual DAFD budget for review – the 2015 preliminary budget will be presented by August 1, 2014.



## Response to Feb 19, 2014 Letter

- Concern over financial sustainability of DAFD and rising costs – Provided per this report
- Which line item covers PTO (Paid time off)? Line 28 – "Contract Pay Down"





# Summary

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- Increases in cost are due to increases in population and maintaining response time
- Increases are aligned with same increases the Village experienced during the same period.
- The DAFD Board is protecting our citizens with highly trained employees with updated equipment that protects the lives and property of our customers
- DAFD labor force is at an optimal level and forward looking expenses are stable unless capital equipment or improvements are required.
- Changing the current inter-local agreement could provide a better averaging effect to reduce drastic year over year variations each municipality would pay.

# DEXTER AREA FIRE DEPARTMENT 2014 BUDGET WORKSHEET

	2014 Budget	2006 Budget	% Increase / decrease (06/14)	% of Total 2006 Budget	% of Total 2014 Budget	Comments
1700 - PAYROLL-FULL TIME	526,749	302,101	42.85%	30.87%	39.32%	6 Firefighters in 2006 budget and 9 in 2014 budget
1700.01 - PAYROLL- FULL TIME OVERTIME	50,000	33,000	51.52%	3.37%	3.73%	
1700.02 - EMPLOYEE BENEFITS- INSURANCE	160,000	44,000	72.50%	4.50%	11.94%	Does not include employee contribution (next line)
1700.025 - Employee Contribution to Insurance	(12,200)	-	100.00%	0.00%	-0.91%	
1700.03 - EMPLOYEE BENEFITS- RETIREMENT	52,000	68,091	-30.94%	6.96%	3.88%	Includes \$30k in 2006 for payout
1700.05 - HOLIDAY PAY	12,000	-	100.00%	0.00%	0.90%	
1700.06 - SICK-TIME BONUS				0.00%	0.00%	
1700.09 - SPECIALTY PAY	11,000	-	100.00%	0.00%	0.82%	
1700.10 - LONGEVITY BONUS	9,500	-	100.00%	0.00%	0.26%	
1700.12 - CONTRACT - PAY DOWN	37,000	-	100.00%	0.00%	2.76%	Half in 2014 and Half in 2015.
1701 - PAYROLL-PAID ON CALL	50,000	66,235	-32.47%	6.77%	3.73%	
1702 - SOC SEC & MED EXPENSE	52,804	31,360	40.57%	3.21%	3.94%	
1703 - TRAINING	7,800	3,900	50.00%	0.40%	0.58%	2014 Staff and Command
1704 - TRAINING-CHIEF	500	750	-50.00%	0.08%	0.04%	
1720 - ACCOUNTING SERVICE	5,700	4,800	15.79%	0.49%	0.43%	
1730 - PROFESSIONAL SERVICES	1,000	700	30.00%	0.07%	0.07%	
1740 - LEGAL SERVICES	500	500	0.00%	0.05%	0.04%	
1760 - AUDIT	3,800	2,200	42.11%	0.22%	0.26%	
1775 - INSURANCE, VEHICLE/PROPERTY	53,000	40,000	24.53%	4.09%	3.96%	
1780 - WORKERS' COMP. EXPENSE	20,000	16,800	17.00%	1.70%	1.49%	
1790 - DISPATCH	18,200	12,500	31.32%	1.28%	1.36%	
1800 - SUPPLIES, PRINTING, POSTAGE	1,600	1,700	-6.25%	0.17%	0.12%	
1815 - DUES & MEMBERSHIPS	3,700	2,700	27.03%	0.28%	0.28%	
1816 - DUES - FITNESS CENTER	6,000	-	100.00%	0.00%	0.45%	
1820 - OPERATING SUPPLIES	8,000	8,500	-6.25%	0.87%	0.60%	
1830 - COMPUTER SUPPORT	8,500	-	100.00%	0.00%	0.63%	
1840 - QUARTERS	4,000	2,800	30.00%	0.29%	0.30%	
1850 - RENT-BUILDING	15,000	12,900	14.00%	1.32%	1.12%	
1850.1 - RENT -BUILDING - STATION 2	9,600	-	100.00%	0.00%	0.72%	
1860 - UTILITIES	6,000	6,500	-8.33%	0.66%	0.45%	

See Accountants' Compilation Report

# DEXTER AREA FIRE DEPARTMENT 2014 BUDGET WORKSHEET

	2014 Budget	2006 Budget	% Increase / decrease (06v14)	% of Total 2006 Budget	% of Total 2014 Budget	Comments
1860.1 - UTILITIES - STATION 2	5,000	-	100.00%	0.00%	0.37%	
1870 - COMMUNICATIONS	13,000	16,800	-29.23%	1.72%	0.97%	
1895 - EQUIPMENT RENTAL	3,500	2,800	20.00%	0.29%	0.26%	
1895.1 - EQUIPMENT RENTAL - STATION 2				0.00%	0.00%	
1910 - MEDICAL EXPENSE	3,000	2,500	16.67%	0.26%	0.22%	Physicals and Fit testing
1911 - MEDICAL SUPPLIES	8,500	-	100.00%	0.00%	0.53%	Medical equipment
1920 - FIT CLOTHING ALLOWANCE	6,000	4,300	28.33%	0.44%	0.45%	
1930 - POC CLOTHING ALLOWANCE	18,000	2,000	88.89%	0.20%	1.34%	
1940 - MISCELLANEOUS	500	1,200	-140.00%	0.12%	0.04%	
1956 - TRAVEL	650	2,100	-223.08%	0.21%	0.05%	
1960 - FUEL	20,000	12,000	40.00%	1.23%	1.49%	
1960.1 - FUEL - STATION 2	3,000	-	100.00%	0.00%	0.22%	
1960.10 - VEHICLE ALLOWANCE- CHIEF	6,300	5,400	14.29%	0.55%	0.47%	
1960.20 - Mileage Reimbursement	1,000	-	100.00%	0.00%	0.07%	
1962 - VEHICLE REPAIRS	45,000	20,000	55.56%	2.04%	3.36%	\$45,000 budgeted however we can reduce and purchase new truck
1962.01 - INSURANCE COVERED REPAIRS				0.00%	0.00%	
1964 - PREVENTATIVE MAINTENANCE	8,500	4,500	47.06%	0.46%	0.63%	
1966 - EQUIPMENT REPAIRS	3,500	2,500	28.57%	0.26%	0.26%	
xxx - APPARATUS REPLACEMENT & FF	-	66,000		6.74%	0.00%	
1968 - RADIO REPAIR AND MAINTENANCE	4,500	3,000	33.33%	0.31%	0.34%	
1970 - PUBLIC EDUCATION	1,000		100.00%	0.00%	0.07%	
1975 - DONATIONS EXPENSE				0.00%	0.00%	
1983 - GRANTS & DONATIONS EXP				0.00%	0.00%	
1984 - CAPITAL OUTLAY/FIRE FT EQUIP	20,000	55,750	-178.75%	5.70%	1.49%	
1985 - CAPITAL OUTLAY/COMMUNICATIONS	5,000	3,000	40.00%	0.31%	0.37%	
1996 - TRANSFER TO CAPITAL REPLACEMENT				0.00%	0.00%	
1996.10 - TRANSFER TO DEBT SERVICE	78,056	112,800	-44.51%	11.53%	5.83%	
	1,339,759	978,507	36.92%	100.00%	102.24%	

See Accountants' Compilation Report

## **Summary of Significant Changes – DAFD / Local 4090 CBA (2014)**

- **Contract Period** – 1/1/14 through 4/30/16
- **Article 1, Section A** – add #2: Department's intent for personnel to carry over to any newly created department
- **Article 1, Section H** – add language for reporting outside employment
- **Article 4, Section G** – add language regarding visits by parent union officials that "no reasonable request shall be denied"
- **Article 6, Section B** – add #2 regarding Board/Chief/Local agreement on items that should be in Policy (not an all-inclusive list)
  - Shift bidding
  - Station bidding
  - Promotions
  - Drug testing
  - Light duty
  - Training/education
  - Protective gear
  - Non-smoking
  - Special assignments
  - Minimum requirements
- **Article 6, Section D** – add language that Board, Chief or Union can bring one SME to JMLC meetings.
- **Article 13** – Add Section C regarding scheduling of minimum staffing regarding two (2) or more staffed stations.
- **Article 14, Section A** – add new #3 to clarify that there shall be a consistent process for promotions that shall be agreed upon by the Union and the Board/Chief
- **Article 14, Section C** – add new #3 regarding 6 month probation for promotion from paid-on-call to full-time
- **Article 16, Section B** – clarify use of private vehicles
- **Article 17** – Remove non-smoking provisions to Policy so it is applicable to all personnel, not just those in 4090
- **Article 17** – Rewrite for reimbursement for fitness facility with \$30/month cap and documentation
- **Article 19 – Wages** – Add steps for Firefighter over 3 years and over 4 years (from just 1 and 2 years), and language for Lieutenant to be paid at 10% over FF step and Captain at 15% over FF step.
- **Article 19, Section B** – Fire Marshall – Language to leave open

- (Re-number following sections – former section “B” is now section “C”, etc.)
- **Article 19, Section C** – Eliminate six (6) holidays and only pay for four (4) holidays for Platoon Work Schedule
  - **Article 19, Section D** – Eliminate difference between Platoon and Non-Platoon and make straight \$600 for life of contract
  - **Article 19, Section F** – Clarify Jury Duty reimbursement for fee only, not mileage, etc
  - **Article 19, Section H** – Clarify mileage reimbursement (policy)
  - **Article 19, Section J** – Clarify that positions don’t need to be filled rank-for-rank
  - **Article 19, Section L** – Boost food contribution (no cost to department)
  - **Article 20** – Change from Approved Personal Absence (APA) to Paid Time Off (PTO)
  - **Article 20, Section B** – Cap PTO at 504 hours for Platoon (21 days) over ten (10) years, and 168 hours for Non-Platoon (21 Days) over ten (10) years
  - **Article 20, Section C** – restate PTO rules
    - Employee discretion
    - As much notice as practicable for non-emergency
  - **Article 20, Section D** – Sick Leave – Eliminate
  - **Article 20, Renumbered Section E** – Pay out of existing sick time banks
    - ½ of current bank, not to exceed payout of 900 hours
    - Paid at 12/31/13 pay rate
    - Paid ½ in 2014, ½ in 2015
    - Can keep on books to Jan 2015 if documented pre-existing condition
    - Paid within 30 days of termination if terminate before Jan 2015
  - **Article 21, Section A** –
    - clarify that insurance for retiree spouse and dependents only for spouse and dependents as of date of retirement
    - Clarify that employees equally share in insurance costs that are over statutory hard cap
  - **Article 21, Section C** – Clarify that “opt-out” payments are prorated for less than one year
  - **Article 21, Section F** – Add and clarify STD/LTD coverage
  - **Article 22** – Remove early retirement language and increase Union member MERS contribution from 4% to 5%.

## DAFD Contract Analysis

	2008/09/10	2013/12/13	2014/15/16
Salary	3%, 2%, 3%	0%, 0%, 2%	2015 = 2%, 2016 = 2% See chart ----->
Longevity	\$50/year after 3 years	FF Start and FF over 1 year reduced by \$1,000 all others increased by \$1,000 0-5 years=0, 6-10 years=\$500, 11-15 years=\$750, 16 and greater = \$1,000	0-5 years=0, 6-10 years=\$500, 11-15 years=\$750, 16 and greater = \$1,000
Holiday Pay	7 days	10 days	4 days. This saves the Department approximately \$19,779 per year based on 2013 wage rates
Special Assignment	\$1,600.00	\$1,600.00	\$1,600.00
Overtime	Bank not exceed 96 hours	Bank not to exceed 96 hours	No longer banked
Vacation Time	Accrue up to 2000 hours Anything paid over 2000 hours is paid the following year 12 days to start, 14 days (6-10yrs), 15 days (11-15yrs) 17.5 days (16-20yrs), 20 days over 20 yrs	Accrue up to 500 hours Must take 50% by following May 15th of each year 10 days to start (0-10 years), 15 days (11-20 years), 16 days (over 20 years)	Removed all sick time and vacation time and now have Paid Time Off (PTO) 0-5 years = 336 hours per year (14 days), 6-10 years=394 hours per year (16 days) Over 10 years = 504 hours (21 days)
Sick Leave	Accrue 24 hours per month (12 days annually) Max of 2000 hours Anything over 2000 hours would be paid at current labor rate 100% bonus if no sick time used for 6 days	Accrue 5 days annually No max Upon separation 50% of 1800 hours Bonus reduced to 50% of payout and remaining accrued the following year	Eliminated for PTO above. Employees must use a minimum of 50% annually. PTO can be banked upto 504 hours and only 50% can be paid in the following year PTO payout will NOT be subject to MEBS. Accrued sick time already banked up to 500 hours will receive 50% payout in 2014 and 50% payout in 2015. Liability was \$168,334 and was reduced to \$70,000 a savings of \$98,334
MERS	No contribution	4% contribution	5% contribution
Dental / Medical	\$1,000 annual contribution for dental coverage BCN HMO with co-pays	No additional coverage per person BCN HMO with co-pays	Employees must contribute to healthcare. On average healthcare contribution per employee is \$1,517. In addition, co-pays were increased and a savings to DAFD of approximately \$60,000 per year was realized by changing plans.
STD/LTD			The DAFD now has STD/LTD insurance for a cost of approximately \$6,000 per year.
Fitness	No Allowance for fitness	\$2500 allowance for entire department	\$30 / month cap per employee

2013			
Position	#	Salary	Total salary
Chief	1	\$ 65,411.00	\$ 65,411.00
Captain	1	\$ 50,453.54	\$ 50,453.54
Lieutenant	2	\$ 46,990.25	\$ 93,980.50
FF over 2 years	4	\$ 43,772.39	\$ 175,089.56
FF over 1 year	1	\$ 40,467.67	\$ 40,467.67
FF Start	0		\$ -
			\$ 425,402.27
2013 Average Salary less Chief			
			\$ 44,998.91
2014			
Chief	1	\$ 68,681.55	\$ 68,681.55
Captain	1	\$ 57,386.00	\$ 57,386.00
Lieutenant	2	\$ 54,891.00	\$ 109,782.00
FF over 4 years	2	\$ 49,901.00	\$ 99,802.00
FF over 3 years	2	\$ 49,463.00	\$ 98,926.00
FF over 2 years	1	\$ 49,025.00	\$ 49,025.00
FF over 1 year	0	\$ 44,919.00	\$ -
FF Start	1	\$ 43,146.00	\$ 43,146.00
			\$ 526,748.55
Chief Increase		5%	
2014 Average Salary less Chief			
			\$ 50,896.33
Average Increase			\$ 5,897.42
Less 1% increase in MERS			\$ (508.96)
Less average healthcare contribution			\$ (1,517.00)
Less approximate average Holiday Pay			\$ (2,472.37)
Net Average Increase			\$ 1,399.09
Average Increase			3.11%

Agreement between the  
**Dexter Area Fire  
Department**  
and the  
**Dexter Area Fire Fighters  
Local 4090,**  
International Association of  
Fire Fighters

For The Period  
January 1, 2014 - April 30, 2016

December 19, 2013





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## **ARTICLE 1.**

### **DURATION, PURPOSE, DEFINITIONS, and COVERAGE**

#### **Section A. Duration**

1. This Agreement entered into between the Dexter Area Fire Department hereinafter referred to as "Department" and the Dexter Area Fire Department Full Time Fire Fighters, Local 4090 of the International Local 4090 of Fire Fighters, hereinafter referred to as "Local 4090", effective January 1, 2014, (except as otherwise stated in this agreement), shall be binding upon the respective parties hereto until April 30, 2016. In the event negotiations extend beyond the expiration of this Agreement, its terms and conditions shall remain in full force and effect pending reaching a successor agreement.
2. In the event a new Interlocal Agreement establishes a new fire department encompassing the service area of the Dexter Area Fire Department, it is the intention of the DAFD that all current DAFD employees covered by this agreement would become employees of the new department.

#### **Section B. Purpose**

The parties hereto have entered into this Agreement, to incorporate understanding previously reached, and other matters into a formal contract, to promote harmonious relations between the Board and Local 4090 to improve the public firefighting service, and to provide an orderly and equitable means of resolving differences between the Board and Local 4090.

#### **Section C. Definitions**

1. "Board" shall include all appointed members and appointed representatives of the Dexter Area Fire Board as defined in the Interlocal Agreement between the participating governmental units, all being Michigan municipal corporations.
2. "Employee" shall mean all full time career firefighters of all ranks employed by the Dexter Area Fire Department, except the Fire Chief and assistant Fire Chief. Further, "Employee" shall not include any and all paid on-call firefighters and/or other administrative positions created by the Board following the date of the execution of this collective bargaining agreement.
3. "Fire Chief" shall mean the person appointed by the Board to be the Chief of the Dexter Area Fire Department.
4. "Assistant Fire Chief" shall mean the person appointed by the Chief and approved by the Board to be the Chief of the Department in the absence of the Chief.

#### **Section D. Coverage**

1. This Agreement shall be applicable only to Employees of the Department.
2. All changes incorporated in this Agreement shall be effective on the date of this Agreement unless otherwise stated.

#### **Section E. Other Agreements**

The Board or its designated representatives shall not enter into any agreements with its Employees, individually or collectively, or both, or with any other organization which in any way conflicts with the provisions hereof.

## **Section F. Savings Clause**

If any Article or Section of this Agreement or supplements thereto should be held invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this agreement or supplements thereto shall not be affected thereby and the parties shall enter into immediate collective bargaining for the purposes of arriving at a mutually satisfactory replacement for such article or section.

## **Section G. Existing Time Off**

Any and all accrued time off credited to an employee upon implementation of this agreement shall remain in effect.

## **Section H. Other Employment**

Employees can obtain outside employment provided the outside employment does not interfere with the function of the employee's performance for the Department. In the event the employee's performance for the Department is impacted by other employment, management reserves the right to discipline the employee as necessary, and in accordance with the provisions of this agreement. Employees shall report regular outside employment initially and annually to the Fire Chief on a form provided by the Department.

Any secondary employment shall not:

- Be a "conflict of interest" to the Department
- Adversely impact the Department
- Impair the employee's capacity to perform the duties and responsibilities of the employee's job in an acceptable manner
- Increase the cost to the Department due to Fair Labor Standards Act (FLSA) compliance.

## **ARTICLE 2.**

### **RECOGNITION**

The Board hereby recognizes Local 4090 as the sole and exclusive bargaining representative for the Employees.

## **ARTICLE 3.**

### **AGENCY SHOP AND DUES DEDUCTIONS**

#### **Section A. Agency Shop**

Any Permanent employee who is not a union member shall, as a condition of employment, pay to the Union a service fee equal to the monthly dues for the Local 4090 for services and administration of this contract for the duration of this agreement. This shall not apply to the Chief or Assistant Chief of the Department.

#### **Section B. Dues Deduction**

1. The Board will deduct, as dues, from the pay of each employee from whom it receives authorization to do so. The authorization will state the amount to be deducted as dues. One deduction shall be made the first payday of each calendar month. If the employee has no pay for such period, such dues shall be deducted from his/her pay in subsequent pay periods in such calendar month.

2. The Board will deduct from the pay of the employees in any month, only the Local 4090 Membership dues becoming due and payable in the month. Any duplication of payment will be the liability of the employee and the Local 4090. Said membership dues shall be forwarded to the treasurer of the Local 4090 within seven (7) days from the day the affected paychecks are deposited.
3. The Local 4090 will notify the Board in writing of any changes of dues at least thirty (30) days prior to the effective date of such changes.

#### **ARTICLE 4.**

### **UNION ACTIVITIES**

#### **Section A: General**

Employees shall have the right to join Local 4090, to engage in lawful concerted activities for the purpose of collective negotiation or bargaining or other mutual aid purpose, to express or communicate any view, grievance, complaint or opinion related to the conditions or compensation or public employment or their betterment, free from any and all restraint, interference, correction, discrimination or reprisal. Board agrees to allow reasonable use of copiers, printers, scanners, computers, communication devices, and supplies for the function of Local 4090.

#### **Section B. Release Time**

Local 4090's President shall be afforded reasonable time during regular work hours without loss of pay to fulfill Local 4090 responsibilities, including negotiations with the Board, processing of grievances, and administration and enforcement of the Agreement, said time to be approved in advance by the Fire Chief.

#### **Section C. Identification of Union Officers**

Local 4090 shall notify the Fire Chief and the Board of the names and titles of their representatives within thirty (30) days after their appointment. No representative will be permitted to act as such until the Department is advised that the person has become a representative.

#### **Section D. Bulletin Boards & File Space**

Local 4090 shall be provided a suitable bulletin board and file space at any station staffed by employees for the posting of union notices or other materials relating to the activities of Local 4090. The board size and location shall be agreed upon between the Fire Chief and the Local 4090. The Secretary of Local 4090 shall be responsible for the board and shall maintain it in a neat manner.

#### **Section E. Meetings**

The Local 4090 may schedule meetings on Department property, with the agreement of the Fire Chief. Agreement shall not be unreasonably withheld. In no event will emergency services be disrupted.

#### **Section F. Representation**

Legal counsel for each party to this Agreement may be present at meetings between the Board and Local 4090, including but not limited to, contract negotiations, grievances, discipline and other hearings before the Board.



## **Section G. Visits by District, State and International Representatives**

The Department agrees that accredited representatives of District, State or International representatives of the International Local 4090 of Firefighters shall have full and free access to the premises of the Department at reasonable times during working hours. The only prerequisite for entry onto the premises is that if union business pertinent to the facility is to be conducted, the Fire Chief be given 2 hours' notice, however, no reasonable request shall be denied. In no event will emergency services be disrupted.

## **Section H. Special Conferences**

Special conferences for matters other than grievances will be arranged between Local 4090 President and the Fire Chief, the Board or their designated representative, upon the written request of either party. The written request shall state the nature of the matters to be discussed and the reason(s) for requesting the meeting. Discussion shall be limited to matters set forth in the request but it is understood that these special meetings shall not be used to renegotiate this Agreement. Such meeting will be between the Fire Chief and the Board's designated representative and at least two (2) representatives of Local 4090.

### **ARTICLE 5.**

#### **PREVAILING RIGHTS**

All rights, privileges, obligations, duties and working conditions enjoyed by the employees at the present time which are not included in this Agreement and do not conflict with its terms, shall remain in full force, unchanged and unaffected in any manner, during the term of this Agreement unless changed by mutual consent.

### **ARTICLE 6.**

#### **MANAGEMENTS RIGHTS**

## **Section A. Board Retained Rights**

The Board retains the sole and exclusive right to manage and operate the Department firefighting service in all of its operation and activities and Local 4090 recognizes the prerogative of the Board to operate and manage its affairs in all respects in accordance with its responsibilities and powers consistent with the Interlocal Agreement, its By-laws, and the Rules and Regulations of the Department. Among the rights of management, included only by way of illustration and not by way of limitation, is the right to determine all matters pertaining to the services to be furnished and the methods, procedures, means, equipment, and machines required to provide such service; to establish classifications of work and the number of personnel required, to determine the nature and number of facilities to be operated and their location, to direct and control operations, to maintain order and efficiency, to establish reasonable work rules; to study and use improved methods and equipment; and in all respects to carry out the ordinary and customary functions of management provided, however, that these rights shall not be exercised in violation of any provisions of this Agreement.

## **Section B. Rights regarding Personnel**

1. The Board shall also have the right to hire, promote, assign, transfer, suspend, discipline up to and including termination of employment for just cause, lay off and recall personnel; to make judgments as to ability and skill; to determine workloads; to establish and change work shift schedules; provided, however, that these rights shall not be exercised in violation of any provision of this Agreement.

2. The Board acknowledges the Union's right to bargain on subjects pertaining to Wages, Benefits and Working Conditions. To this end, the parties concur that issues within these subject areas may be in the Policies and Procedures of the Department. The Parties agree that these subjects will be jointly agreed upon by the Board, Fire Chief and Union before implementation, and that all parties will work cooperatively for the betterment of the Department. All parties agree that a standing committee that follows the JLMC (Article 6, Section D) format be setup. The following list of items are examples of, but not limitation on, the items for discussion:
  - (a) Shift bidding
  - (b) Station bidding
  - (c) Promotions
  - (d) Drug testing
  - (e) Light duty
  - (f) Supplemental and continuing education/training
  - (g) Protective clothing
  - (h) Non-smoking
  - (i) Special assignments
  - (j) Minimum requirements

### **Section C. Interpretation of Agreement**

In the event either party has any questions concerning the interpretation of this Agreement and the parties are unable to agree on the appropriate interpretation, either party may request that the issue be decided by an Arbitrator. If this process is invoked, the Arbitrator shall proceed in the manner and with the authority specified in Article 8, Section D of this Agreement.

### **Section D. Joint Management Labor Committee**

A Joint Labor Management Team (JLMT) shall be created to address day-to-day operational issues and concerns of the parties. The Team shall consist of the following representatives:

- 1 member of the DAFD Firefighters Union Local 4090
- 1 member of paid on call
- 1 Chief or designee
- 1 DAFD Board member

The Board, Fire Chief and Union may each bring one other individual of their choosing to the meetings to assist them in the area of discussion.

Meeting dates and times will be determined on an as-needed basis. The committee shall meet a minimum of one time annually. The purpose of the JLMT is to facilitate better communication between all interested parties.

### **Section E. Medical Marijuana**

To be left open for further discussion

## **ARTICLE 7.**

### **NO STRIKES OR LOCKOUTS**

It is mutually agreed between the parties hereto that Local 4090 will not call, authorize or participate in any strike against the Dexter Area Fire Department during the term of this agreement and that the Board will not engage in any lockout of the Employees during the term of said agreement. This shall not prohibit employees from supporting other labor organizations and/or participating in their labor actions so long as there is no apparent representation of the Dexter Area Fire Department.

## **ARTICLE 8.**

### **GRIEVANCE PROCEDURE**

#### **Section A. Purpose**

The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problem of the parties. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure. Nothing contained herein shall be construed as limiting the right of any employee with a grievance to discuss the matter informally with any appropriate member of the Department or its Board.

#### **Section B. Definition**

A "Grievance" is a claim based upon an event or condition which affects the conditions or circumstances under which an employee works allegedly caused by a violation, difference or dispute as to the meaning or application of the provisions of this Agreement or existing laws.

For definition of "Employee", refer to Article 1, Section C, paragraph 2.

#### **Section C. Procedure**

1. A grievance may be presented to the Fire Chief or his/her designated management representative, by the President of Local 4090 or his/her designated representative, for discussion and informal resolution. If informal resolution does not occur the time spent at seeking an informal resolution shall not be counted against the time limits, which are defined in Article 8, Section C, paragraph 2.
2. A claim which cannot be settled equitably through informal discussion, may be submitted as a written grievance as follows:

##### **Step 1:**

With the approval of any member of Local 4090 Executive board an Employee who feels aggrieved may present his/her grievance, submitted on the proper form and presented in accordance with paragraph 1, above, to the Fire Chief. The Fire Chief will within fourteen (14) calendar days, meet and discuss the grievance with the grievant and the President of Local 4090. Within fourteen (14) calendar days after such meeting, the Fire Chief shall answer the grievance in writing to the President of Local 4090, with a copy to the grievant.

##### **Step 2:**

If the grievance is still unsettled, the President of Local 4090 may appeal the grievance to the Board within fourteen (14) calendar days of receipt of the Fire Chief's answer. The Board or its designated representative shall within fourteen (14) calendar days of receipt of such appeal meet with the aggrieved and the

President of Local 4090 or his/her designated representative. The Board or representative shall give their written, dated and signed disposition of the grievance within fourteen (14) calendar days after such a meeting to the President of Local 4090. In the event the Board does not make an adjustment of the grievance satisfactory to the employee, shall have the immediate right to seek resolution in binding arbitration as described in the following Step 3.

Step 3:

If after review by the Board, Local 4090 feels the disposition of the grievance is not satisfactory, it may, within twenty-eight (28) calendar days after the date the written disposition of the Board is issued, request arbitration by giving written notice to the other party. Within twenty-eight (28) days following the notice of arbitration, the parties will attempt to select an Arbitrator. In the event the parties cannot agree upon an Arbitrator, the parties agree to be bound by the rules and procedures of the American Arbitration Association in the selection of the Arbitrator. The Arbitrator so selected, under either procedure, will hear the matter promptly and will issue a decision no later than twenty-eight (28) days from the date of the close of the hearings. The Arbitrator's decision will be in writing and will set forth findings of facts, reasoning and conclusion on the issue submitted.

**Section D. Power and Duty of Arbitrator**

The power of any Arbitrator utilized in the grievance process stems from this Agreement and the function of the Arbitrator is to interpret and apply this Agreement and to pass upon alleged violations thereof. The Arbitrator shall have no power to add to, subtract from, or modify any terms of this Agreement. With respect to arbitrations involving the discipline or discharge of Employees, the Arbitrator shall determine if the discharge or discipline was for just cause. The Arbitrator may also review the penalty imposed and if the Arbitrator determines it to be inappropriate and/or unduly severe, the penalty may be modified accordingly. If determined to be appropriate, in cases concerning discharge, discipline and/or other matters, the Arbitrator shall have the authority to order the payment of back wages and compensation for an Employee, which the Employee would otherwise have received. Any back wage award entered by an Arbitrator shall be limited to only the Employee's base pay and compensation for the period of time covered by the award. The Arbitrator's award shall be final and binding on the parties and affected Employees

**Section E. Miscellaneous**

1. No grievance, verbal or written, withdrawn or dropped by the employee or Local 4090 or granted by the Board or representative, prior to the final step of the grievance procedure, will have any precedent value.
2. The President of Local 4090 shall have the right to file a grievance on behalf of Local 4090, or a member of Local 4090, when the Executive Board and/or Local 4090 believes that the alleged violation affects the members of the entire bargaining unit. In such a case, Local 4090 shall be deemed to be the grievant.
3. During the pendency of any proceedings, and until final determination has been reached, all proceedings shall be private and any preliminary dispositions will not be made public without the agreement of all parties, subject to the requirements and limitations of the Freedom of Information Act.

4. There shall be no reprisals of any kind by administrative personnel or the Board taken against the grievant, or any party in interest or his/her Local 4090 representative, or any other participant in the procedures set forth herein by reason of such participation.
5. During the processing of the grievance, all documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. After the conclusion of any grievance proceedings, unless otherwise agreed upon between Local 4090 and the Board, or otherwise ordered by an arbitrator, mediator, or a court of competent jurisdiction, the findings and supporting documentation of any grievance that is not upheld shall be included in the employee's personnel file for a period of two (2) years after the conclusion of the proceedings.
6. The costs for the Arbitrator's services, including his/her expenses, shall be borne equally by the parties. Each party shall pay for its own expenses.

#### **Section F. Time Limits**

No grievance or claim shall be valid unless it is presented and filed within twenty-eight (28) calendar days after the occurrence or within twenty-eight (28) calendar days after the matter shall become known to the Employee and/or Local 4090. Any claim or grievance not filed within the prescribed time limit, or not pursued in a timely manner in accordance with the time limits as set forth in this Article, shall be barred and held for naught.

#### **Section G. Retroactivity on Claims for Back Pay**

The Board shall not be required to pay back wages more than twenty-eight (28) calendar days prior to the date a written grievance is filed; provided, however, that in the case of a pay shortage of which the Employee could not have been aware before receiving his/her pay, adjustments may be retroactive to the beginning of the pay period covered by such pay, so long as the Employee has filed his/her grievance twenty-eight (28) calendar days after receipt of such pay.

All claims for back wages shall be limited to the amount of wages that the Employee would otherwise have earned, less compensation earned elsewhere during the period in question, which such compensation is attributable to the discharge, suspension or layoff period in issue and which would not have been otherwise earned.

#### **Section H. Time Limits Between Steps**

If the deadline dates for a response by the Fire Chief or Board or Local 4090 under this Article falls upon a Saturday, Sunday, or holiday, the deadline shall be the next business day.

If either the Fire Chief or Board fails to respond within the required time limits, Local 4090 shall notify the Fire Chief in writing of said failure. If the Fire Chief or Board fails to respond within seven (7) calendar days of receipt of said notification, the grievance shall be deemed to be settled in favor of the grievant.

Time limits between the various steps may be waived and/or extended by mutual written agreement.

## **ARTICLE 9.**

### **DISCIPLINE**

#### **Section A. Disciplinary Action**

It is agreed that the policy of the Department will be a fair and equitable system for the administration of disciplinary actions and shall be consistently maintained. Such a system shall provide full consideration of the evidence of extenuating circumstances. Either the Fire Chief or the Board may initiate and implement any and all disciplinary actions, with the exception of the discharge of an Employee which must, in every circumstance, be approved by the Board.

#### **Section B. Just Cause Requirement**

Disciplinary actions shall be for just cause only and are to be kept strictly confidential and administered in a manner which maintains as much privacy between the Department and Employee as possible.

#### **Section C. Approved Discipline**

Approved disciplinary actions initiated by the Fire Chief shall consist of the following:

1. *Verbal Warnings:* A verbal warning shall be the first level of action and in most instances should precede any of the disciplinary actions enumerated further.
2. *Written Warnings:* A written warning detailing inappropriate or unacceptable conduct and the possible consequences subject thereto, will often, but not always, be the action pursued when an Employee repeats a like or similar offense. Whether or not a verbal warning has previously been issued the written warning must be given to the Employee with a copy placed in the Employee's permanent personnel file.
3. *Suspension:* The suspension, with or without pay, of an Employee shall be used in specific instances, often following repeated verbal and/or written warnings, where the continued presence of an Employee is disruptive to fellow Employees, a safety hazard, or when an alleged offense requires extensive investigation or verification. The absence of any prior verbal or written warnings does not preclude the use of suspension when circumstances surrounding a single offense are grave enough to warrant such action.
4. *Discharge:* Actual discharge or termination from employment is normally the culmination of a progressive disciplinary action program and is a recognition that all other effort has failed to bring about satisfactory performance and that the Employee concerned can no longer contribute effectively to the best interests of the Department. Discharge may also result from a single incidence of serious misconduct that serves to endanger the safety, welfare, or reputation of other Employees, the Department or the general public. In such cases, the progressive system of disciplinary action is not necessary. Offenses subject to discharge would include, but not be limited to: intoxication on duty, conviction of the use of illegal substances; theft; extreme cases of insubordination; physical abuse of supervisor, fellow Employees, or general public, while on duty; vandalism of the Department's property; or conviction of a felony. While the decision to terminate an Employee can be initiated by either the Fire Chief or the Board, the ultimate authority to decide whether an Employee is discharged rests exclusively with the Board.

#### **Section D. Right to Representation**

An Employee has the right to representation during disciplinary proceedings.

#### **Section E. Time for Discipline**

The Department will discipline within 28 calendar days after becoming aware of an offense, except when it would not be practical to do so or when it would interfere with an ongoing investigation.

#### **Section F. Right to Grieve**

Any Employee who feels aggrieved by a perceived misapplication of the suspension and/or discharge provisions of these disciplinary rules shall have the right to grieve per Article 8.

#### **Section G. Removal of Disciplinary Materials from File**

Disciplinary action documentation will be removed from the Employee's personnel file after two years following the disposition of the offence, or any subsequent similar or related offence.

### **ARTICLE 10.**

#### **SENIORITY**

##### **Section A. Seniority Defined**

Seniority is the length of continuous service with the Department in a full-time position. Time spent on unpaid leave of absence or a layoff shall not count toward seniority. Seniority dates from the first date of hire as a regular, full-time Employee. Department seniority shall be used for pension and vacation accumulation.

##### **Section B. Loss of Seniority**

An Employee shall lose any accrued seniority if he/she:

1. Voluntarily quits.
2. Is discharged and not reinstated as a result of the grievance process

##### **Section C. Seniority List**

The seniority list on the date of this Agreement will show the seniority names and job titles of all Employees entitled to seniority. The Department will keep the seniority list up to date at all times and will provide Local 4090 with a current copy once per year, or upon request.

### **ARTICLE 11.**

#### **LAYOFFS AND RECALL PROCEDURES**

##### **Section A. Layoff Defined**

The word layoff shall mean a reduction in the full time work force.

##### **Section B. Procedures for Layoffs**

When a layoff takes place Employees shall be laid off in reverse order of their seniority, meaning the least-senior Employee on the seniority list being laid off first. In the event of a layoff, the Board shall furnish the President of Local 4090 and the affected Employee with written notice at least twenty-eight (28) calendar days prior to said layoff.

### **Section C. Procedures for Callbacks**

When the working force is increased after a layoff, Employees will be recalled in the reverse order of which they were laid off. Notice of recall shall be sent to the Employee at his/her last known address by registered or certified mail and First Class mail. If an Employee fails to report to work within fourteen (14) calendar days from receiving notice of recall he/she shall be considered to have quit.

## **ARTICLE 12.**

### **HOURS OF EMPLOYMENT**

#### **Section A. Platoon Work Schedule**

The regular workweek shall be an average of fifty-six (56) hours per week on a three-platoon system. Overtime shall be paid for those hours in excess of 53 hours in accordance Article 19, Section J, and with the Fair Labor Standards Act. A workday shall be twenty-four (24) consecutive hours, from 7:00 a.m. to 7:00 a.m.

#### **Section B. Non-Platoon Work Schedule**

The regular workweek shall be an average of forty (40) hours per week. Overtime shall be paid for those hours in excess of forty (40) hours in accordance with Article 19 Section J, and in accordance with the Fair Labor Standards Act. A workday shall be determined by the Fire Chief.

## **ARTICLE 13.**

### **MANPOWER**

#### **Section A. Minimum Number of Employees**

Unless economic conditions otherwise dictate, such as a significant and unanticipated reduction in anticipated revenue by a participating governmental agency, the Board shall keep a minimum of six (6) full time positions, excluding the Fire Chief, working a platoon work schedule at all times during this Agreement. In the event there is a modification of +/- 10% in service area the Board reserves the right to modify the full time positions.

#### **Section B. Minimum Number at Officer Rank**

At least three (3) full time positions shall be of officer rank, with one officer scheduled for each shift, working a platoon work schedule, provided that the provisions of Article 14, Section A, paragraph 1 have been met by the required employees.

#### **Section C. Minimum Staffing**

As long as there are two (2) or more staffed fire stations or sub-stations in the area served by the DAFD, a minimum of three (3) firefighters shall be scheduled on a platoon schedule at all times, at least two of said positions shall be offered to employees covered by this agreement. Open shifts, full or partial, shall be offered for backfill.

## **ARTICLE 14.**

### **PROMOTIONS & TRANSFERS**

#### **Section A. Promotions & Transfers**

1. Promotions in rank, or transfers to fill vacancies shall be offered to full time employees at the time the employee meets the minimum requirements described in Article 5 of the Rules and Regulations of the Department.



2. In the event of a vacancy or a new job, seniority will be considered in the event all other qualifications are considered equal.
3. Local 4090 and the DAFD Chief, under the direction of the Board, agree that the process for promotions shall be consistent for future promotions and shall be agreed upon by the Union and the Chief/Board.

#### **Section B. Probation and Return to Rank**

1. The employees who apply for a vacant position shall have a twenty-eight (28) working day qualification trial period. Upon successful completion of the twenty-eight (28) working day qualification period, he/she shall acquire equity in the new position.
2. An employee who, during or upon successful completion of a trial period for a new position, decides not to transfer, may return to their former rank classification without a loss of departmental seniority.

#### **Section C. New Hire, or Promotion from Paid On Call to Full Time**

1. Any promotion a firefighter earned in the paid on call ranks may be recognized by the Board in the event a paid on call firefighter is offered and accepts a full time position. However, positions described in Article 13, Section A, shall be offered to, and filled by full time seniority employees as soon as the employee is eligible for promotion through the ranks, and shall not be bypassed by an employee with higher rank, but less seniority.
2. Firefighters newly hired shall serve a one year probationary period, during which they are considered at-will employees and may be discharged by the Board, for any reason.
3. Firefighters promoted from paid-on-call shall serve a one year probationary period, unless they have successfully completed the required probationary period for paid-on-call firefighters, in which case the probationary period shall be six (6) months. Firefighters so promoted shall only be discharged for just cause and in accordance with the provisions of Articles 8 and 9 of this agreement.

### **ARTICLE 15.**

#### **TRADING OF DAYS**

##### **Section A. Trading Days**

Employees shall be permitted to voluntarily trade work or leave days with other Employees, so long as the trade is consistent with the Fair Labor Standards Act and no overtime is involved.

##### **Section B. Permission Required**

No trades shall be permitted unless the Fire Chief has approved the trade, however, approval shall not be unreasonably withheld.

## **ARTICLE 16.**

### **EDUCATION & TRAINING**

#### **Section A. Payment for Required Schooling**

The Board agrees to pay each member of Local 4090 for classes or schooling required by the Department. The scheduling of such compulsory schooling shall be at the discretion of the Fire Chief.

#### **Section B. Use of Private Vehicles**

The use of privately owned vehicles by Employees attending school at the Department's request, or with the Department's approval, shall be in accordance with the provisions of Article 19, Section H.

#### **Section C. Duty to Maintain Licensure**

All Employees shall, as a condition of continued employment, maintain all licenses and certifications necessary to perform their duties. The Board shall pay costs associated with maintaining the Employee's occupational licensure, which license is required as a condition of employment, provided that said training has been pre-approved by the Fire Chief. The Employee shall submit the proper paperwork associated with such licensure to the Fire Chief.

## **ARTICLE 17.**

### **EMPLOYEE HEALTH**

The Board agrees to reimburse each Employee the cost of a single membership to a private fitness facility, however, the total reimbursement per employee shall not exceed thirty dollars (\$30.00) per month. The Employee shall provide documentation of use to the degree that his/her private fitness facility can provide. The Employee shall submit paid statements for reimbursements at least quarterly. Once correctly submitted the Department shall pay to said Employee the amount due within 45 days of submission .

## **ARTICLE 18.**

### **SAFETY**

A Safety Committee, consisting of the Fire Chief, or the Assistant Chief in the Fire Chief's absence, one member of the Dexter Area Fire Board, and one member of Local 4090 who shall be identified in writing to the Fire Chief within thirty (30) days of ratification of this agreement and immediately upon any change at any time in the future, shall convene as necessary to investigate and resolve safety issues. If any Employee is not satisfied with the decision of the Safety Committee, the Employee may initiate a safety grievance, which shall be filed at the Second Step of the Grievance Procedure, as detailed in Article 8.

## **ARTICLE 19.**

### **WAGES & REIMBURSEMENTS**

#### **Section A. Wages**

##### **Platoon Work Schedule**

Rank		Effective January 1, 2014	Effective First full pay period in 2015	Effective First full pay period in 2016
FF Start		\$43,146 (14.43/hr)	\$44,009 (14.72/hr)	\$45,329 (15.16/hr)
FF over 1 Year		\$44,919 (15.02/hr)	\$45,817 (15.32/hr)	\$47,192 (15.78/hr)
FF over 2 Years		\$49,025 (16.40/hr)	\$50,006 (16.72/hr)	\$51,506 (17.23/hr)
FF over 3 Years		\$49,463 (16.54/hr)	\$50,452 (16.87/hr)	\$51,966 (17.38/hr)
FF over 4 Years		\$49,901 (16.69/hr)	\$50,899 (17.02/hr)	\$52,425 (17.53/hr)
Lieutenant		10% over appropriate FF step listed above	10% over appropriate FF step listed above	10% over appropriate FF step listed above
Captain		15% over appropriate FF step listed above	15% over appropriate FF step listed above	15% over appropriate FF step listed above

NOTE: Hourly rate reflects 53 hours per week at straight time and 3 hours each week at time-and-one-half (2,756 straight time hours per year; 156 overtime hours per year = equivalent of 2,990 straight time hours pay. Therefore, annual salary divided by 2,990 = hourly rate and hourly rate x 53 straight time hours plus hourly rate x 3 overtime hours at time-and-one-half, multiplied time 52 weeks = annual salary.)

##### **Non-Platoon Work Schedule**

Rank		Effective January 1, 2014	Effective First full pay period in 2015	Effective First full pay period in 2016
FF Start		\$43,146 (20.75/hr)	\$44,009 (21.16/hr)	\$45,329 (21.79/hr)
FF over 1 Year		\$44,919 (21.60/hr)	\$45,817 (22.03/hr)	\$47,192 (22.69/hr)
FF over 2 Years		\$49,025 (23.57/hr)	\$50,006 (24.04/hr)	\$51,506 (24.76/hr)
FF over 3 Years		\$49,463 (23.78/hr)	\$50,452 (24.26/hr)	\$51,966 (24.98/hr)
FF over 4 Years		\$49,901 (23.99/hr)	\$50,899 (24.47/hr)	\$52,425 (25.21/hr)
Lieutenant		10% over appropriate FF step listed above	10% over appropriate FF step listed above	10% over appropriate FF step listed above
Captain		15% over appropriate FF step listed above	15% over appropriate FF step listed above	15% over appropriate FF step listed above

Note: Hourly rate reflects 2,080 hours per year (40 hours per week x 52 weeks)

#### **Section B. Fire Marshall**

This Section intentionally left open, should the Board choose to create the position of Fire Marshall.

## Section C. Holiday Pay

1. The following days are paid holidays:

### Platoon Work Schedule

- i. New Year's Day
- ii. Easter Sunday
- iii. Thanksgiving Day
- iv. Christmas Day

### Non-Platoon Work Schedule

- i. New Year's Eve (1/2 day)
- ii. New Year's Day
- iii. Good Friday
- iv. Memorial Day
- v. Independence Day
- vi. Labor Day
- vii. September 11th
- viii. Veterans Day
- ix. Thanksgiving Day
- x. Christmas Eve (1/2 day)
- xi. Christmas Day

2. All Employees working a Platoon Work Schedule shall receive as holiday pay four (4) day's pay at their regular daily rate. Such payment shall be payable annually as part of the last payroll, in November, and shall be payable whether or not the Employee has worked a holiday. The payment of holidays shall be for the current calendar year and shall be prorated for employees who did not work an entire calendar year. Further, any such Employee who shall work on a scheduled holiday shall be paid at his/her regular daily rate.
3. All employees working a Non-Platoon Work schedule shall be scheduled off duty for the above listed Non-Platoon work schedule holidays. If an employee works one of the above listed holidays with the approval of the Fire Chief, the employee shall be paid at one and one-half times his/her normal hourly rate.

## Section D. Uniform Allowance

1. *Work Uniform.* Uniform allowance shall be paid as described below. New hire Employees shall be provided with an initial additional two hundred dollar credit and a winter jacket. Winter jackets shall be provided to each employee as needed. The need shall be determined by the Fire Chief.  
  
\$600.00 for each Employee – prorated for 2016. This will be paid annually for the duration of the agreement. This allowance shall be in the form of a credit whereby an Employee may use up to his/her amount. Yearly allowances shall not rollover from year to year and shall be within the Department's Policy guidelines
2. *Dress Uniform.* At the completion of one year's service, the Board shall provide each Local 4090 member with one complete dress uniform. This shall include a cap, shirt, trousers, tie, belt, jacket and all necessary hardware to complete said uniform (e.g. badge, name bars, rank insignia, etc.) At the completion of one year's service, and as needed thereafter, to be determined by the Fire Chief, the department shall provide necessary Class A (dress) uniform items on an annual basis, not to exceed one full Class A (dress) uniform per year.

3. *Uniform Changes.* If uniforms are changed, the Board shall supply each firefighter with the initial change.
4. *Protective Clothing.* The Board shall furnish all protective clothing required for Employees. The Board shall replace or repair clothing and equipment as needed.
5. *Stolen equipment or Gear.* The Board shall replace, at its expense, any required gear or uniform items stolen or lost. The Board shall not replace said stolen or lost items unless the employee has reported said missing items to the Fire Chief and appropriate law enforcement agency(s).
6. *Damage to Personal Clothing.* In the event that personal clothing is damaged while performing necessary departmental duties, reimbursement will be made to the affected employee within thirty (30) days, said reimbursement not to exceed \$150.00 without approval of the Board.
7. *Equipment Maintenance Clothing.* The Board shall furnish coveralls and related protective clothing required for equipment repair, not to exceed \$150.00 per year without approval of the Board.

#### **Section E. Longevity**

1. Employees shall receive the following pay for longevity and shall be payable as part of the first payroll in March of each year.

Length of Longevity	Longevity Pay
0-5 Years	\$0.00
6-10 Years	\$500.00
11-15 Years	\$750.00
16 Years and Over	\$1,000.00

2. The anniversary date for the purpose of determining eligibility for longevity pay shall be the date of most recent Department hire as a full time employee.

#### **Section F. Court Appearances (Duty Related)**

Any Employee called to appear or testify in Court on an off-duty day, in his/her official capacity as an employee shall receive overtime pay in accordance with Article 19, Section J.

#### **Section G. Jury Duty**

An Employee will be released from regular duty for the hours scheduled for court appearance. The Employee will work the regular hours when court attendance is not required. The Department will pay an Employee for his or her regular hours of work, and the Employee will provide the Department with a copy of the check for the jury fee and reimburse the department for the jury appearance fee, minus any fee for mileages or other expenses.

#### **Section H. Mileage**

If, at the Department's request or direction, any Employee uses his/her personal vehicle for work related travel, the mileage total shall be paid at the prevailing recognized IRS rate for mileage reimbursement. No mileage shall be reimbursed if a department vehicle is immediately or readily available to the employee. Mileage reimbursement shall be the shorter

round-trip distance of either the employee's home to the department approved destination, or the DAFD Station nearest the employee's home to the approved destination. Reimbursement shall be in accordance with approved Department Policies and Procedures.

#### **Section I. Special Assignment Pay**

1. *Fire Inspector/Fire Marshal Assignment Pay.* The employee assigned by the Fire Chief, with the approval of the Board, to the duties of Fire Marshal. The employee assigned as Fire Inspector/Fire Marshal shall, upon completion of Fire Inspector Level II certification, be compensated an additional \$800.
2. *Training Officer Assignment Pay.*
3. *Operations Officer Assignment Pay.*
4. *Medical Compliance Officer Pay.*
5. *Apparatus Officer Pay.*
6. *Health and Safety Officer Pay.* This position shall not become effective until such time as the DAFD Board has approved a position description which shall include, at a minimum, the requirements for the position, the duties to be performed, and the authority granted to the position.
7. No employee may hold more than one (1) of the above positions at any given time.
8. The positions of "Special Assignment Pay" shall be paid 1/12<sup>th</sup> of the annual amount paid by the second pay period in the month following the month in which the special assignment was performed. Ex: (\$1,600 / 12 = \$133.33 / month). The Special Assignment Pay for each category is \$1,600 annually unless otherwise specified.

#### **Section J. Overtime Pay**

1. Each hour of overtime worked shall be compensated at the rate of one-and-one-half (1½) hours of compensatory time or pay. Effective upon ratification of this Agreement, all overtime hours worked may be, at the request of the Employee, deposited into a compensatory time bank.
2. Overtime is defined as assigned time worked in excess 53 hours (forty [40] hours for Non-Platoon Work Schedule) in one week. Paid time off, as herein defined, shall be considered time worked for the purpose of determining the number of overtime hours worked.
3. Employees responding to an alarm prior to the end of their shift shall be permitted to continue, beyond the end of the shift, until that run is complete, except when specifically relieved from duty by the Fire Chief or Assistant Chief.
4. Employees who are called in for overtime through the use of the paid-on-call system, or who are otherwise required to work overtime, shall be credited with having worked a minimum of one (1) hour of overtime regardless of the actual amount of time worked.
5. In the event a scheduled shift, or a portion of a shift in excess of twelve (12) hours, is vacant, it shall be first offered to full-time employees. In the event the full-time employees decline the shift, or the portion of the shift, it shall be made available to paid on-call personnel. Portions of shifts of twelve (12) hours or

less shall be first offered to paid on-call employees. If no paid on-call employee, or combination of employees are available, it shall be offered to full-time employees. However, any paid on-call firefighter utilized in this section shall meet the minimum requirements of the department for the position to be filled. Said positions do not need to be filled rank-for-rank.

#### **Section K. Payroll Deductions**

At the Employee's request and to the extent allowed by law, the Board shall take the necessary steps to allow deductions to be made for union dues and tax sheltered savings programs.

#### **Section L. Food Deduction**

Each employee covered by this agreement shall contribute \$15.00 per shift worked for non-platoon and \$30.00 per shift worked for platoon for the purpose of purchasing food and beverage that is consumed while on duty.

### **ARTICLE 20.**

#### **LEAVE TIME**

##### **Section A. Paid Time Off (PTO)**

Each employee shall be entitled to leave with pay in accordance with the following schedule, which is based on years of service.

##### **Section B. PTO Earned**

1. Employees working a Platoon Work Schedule shall earn PTO time at the end of each month at a rate consistent with the following schedule:

0 through 5 years:	336 hours per year accrued at the rate of 28 hours per month.
6 through 10:	384 hours per year accrued at the rate of 32 hours per month.
Over 10 years:	504 hours per year accrued at the rate of 42 hours per month.
2. Employees working a Non-Platoon Work Schedule shall earn APA Time at the end of each month at a rate consistent with the following schedule:

0 through 5 years:	112 hours per year accrued at the rate of 9.33 hours per month.
6 through 10 years:	128 hours per year accrued at the rate of 10.667 hours per month.
Over 10 years:	168 hours per year accrued at the rate of 14 hours per month.

### **Section C. Rules Regarding Use of PTO**

1. No PTO time to be used prior to it being earned.
2. The PTO base date will be the first day of the month following the date of hire.
3. Employees will be allowed to take PTO at their discretion.
4. Employees shall provide as much notice as practicable for non-emergency use of PTO. Failure to provide reasonable notice for PTO requests in non-emergency situations may result in disciplinary action.
5. In the case of conflicting requests, seniority will prevail.
6. Upon separation of employment whether voluntary, involuntary, retirement or death, the Employee or their estate shall be paid for all accrued PTO at one hundred percent (100%) of the Employees pay rate at the time of separation of employment.
7. Should an Employee quit, retire or be terminated he/she will be compensated at one hundred percent (100%) of the accumulated PTO. However, accumulated PTO paid upon termination shall not be included in the calculation for final average compensation under the current MERS retirement program, except for employees who accumulate twenty-five (25) years credited service during the life of this agreement. (Refer to Article 22.)
8. PTO leave shall be considered time worked for the purpose of seniority.
9. In the event the Employee decides to cash out, the minimum allotted PTO balance shall be 3 shifts.
10. The Board shall payout all employees who currently have more than 504 hours of PTO (formerly known as APA) time accrued within the first 90 days following ratification of this agreement.
11. Employees must use a minimum of 50% of the PTO annually. If an Employee elects to cash out up to the remaining 50%, they must declare the cash-out by October 31<sup>st</sup> of each year. Once an employee cashes out any portion of the allotted banked PTO hours, those hours are removed from the bank. Any earned PTO time in the current calendar year must be used by May 15<sup>th</sup> of the following year.
12. Once an employee has met their PTO cap of 504 hours as of December 31<sup>st</sup> of each year, the employee shall be paid at a rate of 100% for their excess hours at the December 31<sup>st</sup> pay rate no later than the second pay period of the year. The maximum allotted PTO hours in excess of 504 is 50% of what was earned in the previous year.
13. Employees may elect to gift to other Employees their accrued PTO. The gifted amount shall be deducted from the gifting Employees time bank. In the event the Employee decides to gift any PTO, the minimum allotted PTO balance shall be 3 shifts.

### **Section D. Bereavement Leave**

In the event of the death of a father, mother, stepfather, stepmother, spouse's parents, husband, wife, sister, brother, son, daughter, stepson, stepdaughter, grandfather or grandmother, spouses grandfather or grandmother, brother-in-law, or sister-in-law of an



Employee, the Employee shall be entitled to receive up to 24 hours as bereavement time off with pay.

**Section E. Sick Leave Payout:** Employees with a sick leave balance as of December 31, 2013, shall be paid for 50% of their sick leave balance, not to exceed a total payment of 900 hours' time. Payout shall be as follows

1. One-half of the payout time to be paid on the sixth full payroll of 2014.
2. The remaining one-half of the payout time to be paid on the sixth full payroll of 2015.
3. Employees who could be paid out for fewer than 200 accrued hours have the option of full payout in 2014, providing their intention is conveyed in writing to the Chief no later than January 31, 2014.
4. All sick time payout shall be paid at the Employee's pay rate as of December 31, 2013.
5. In the event an employee has a pre-existing medical condition that makes the Employee ineligible for LTD during 2014, the Employee, upon written notice to the Fire Chief, may maintain all banked sick time for calendar year 2014, with the balance to be paid out in 2015 with conditions stated above.
6. In the event an Employee terminates employment with the Department prior to January, 2015, the remaining unpaid sick time balance shall be paid to the employee within 30 days of termination, in accordance with the applicable provisions stated above.
7. Unpaid sick balances in accordance with the provisions stated above shall be paid to the estate of any Employee deceased prior to the January 2015 payment.

**Section F. Compensatory Time**

1. Compensatory time off shall only be used in one (1) hour increments.
2. Requests for use of compensatory time shall be approved by the Fire Chief at least one (1) day in advance. Likewise, the Employee must cancel compensatory time one (1) day in advance.
3. Employees may request payment of at least eight hours of compensatory time at their current hourly rate at the end of the next pay period immediately following the pay period in which the compensatory time was accrued. Employees shall not be allowed to accumulate more than ninety-six (96) hours of compensatory time at any given time. All hours in excess of the ninety-six (96) hours in an employee's comp-time bank shall be paid at the rate of time-and-one-half. All hours in the compensatory time bank shall be paid to the Employee at the Employee's most recent hourly rate (or his heirs or beneficiaries in the case of Employee's death) upon separation.
4. Once approved, compensatory time cannot be rescinded without the concurrence of the affected Employee.

**Section G. Leaves of Absence**

1. Requesting Leave of Absence. Upon application to the Fire Chief, leave of absence may be granted, without pay, to Employees for twenty-eight (28)

calendar days. Requests for more than twenty-eight (28) calendar days may be recommended by the Fire Chief, but must be approved by the Board.

2. Reasons for Leave. The Board may grant leaves for the following reasons, which are not all inclusive:

- i. Employees who are reinstated in accordance with the Universal Military Training Act, as amended, and applicable legislation may attend a recognized university, trade school or technical school for a period not to exceed their seniority. Written proof of school attendance must be submitted at the expiration of each semester.
- ii. Medical Leave. Any Employee known to be ill or injured supported by satisfactory evidence from an injury or illness, will be granted medical leave automatically for the period equal to their seniority or two (2) years, whichever is lesser. Upon returning from medical leave, the Employee must submit medical evidence of his/her ability to return to work. Medical leave of absence is construed by the parties to mean a medical leave of absence granted to an Employee in the event of illness after the Employee has exhausted all other leave days. For the Employee who is granted non-job related medical leave, health care coverage, as detailed herein, will be provided by the Department and remain in effect for a period of three (3) months following the commencement of the sanctioned leave period. Following completion of this three (3) months period, Employees on medical leave may continue their health care coverage through the Department provider for the remaining period of the medical leave at their own cost.
- iii. Maternity Leave. Whenever an Employee becomes pregnant she shall furnish the Board with a letter from her physician stating the approximate date of delivery. She shall be permitted to work in accordance with her physician's recommendations. The Employee shall be granted leave until six months following the date of delivery or up to one year if medical complications arise due to the pregnancy / birth. The Employee shall be permitted to return to work providing her physician approves. The Employee shall return to her former classification/position without loss of seniority.

3. Returning from Leave of Absence.

- i. Notification upon Return from Leave. When returning from any leave of absence, it shall be the obligation of the Employee to notify the Fire Chief and the Board five (5) calendar days before his/her return to work that he/she is ready, willing and able to work, and at the time the Employee returns to duty, he/she shall be obligated to produce to the Fire Chief or the Chiefs Designee a valid Michigan Operator's License and a valid EMT license.
- ii. Physical exam. An Employee returning from any medical leave of absence of any duration, or any other leave of absence which exceeds twenty-eight (28) calendar days in duration, must successfully pass a physical examination by a Board designated doctor in order to be reinstated to his/her position. In the event the Employee disagrees with the opinion of the physician designated by the Board, the Employee shall

have the right to have a physician of his/her own choice conduct a physical examination, at the Employee's own expense. Should the Employee fail to successfully pass the physical examination administered by the Employee's doctor, the Board shall have no obligation to reinstate the Employee to his/her position. However, in the event the physician chosen by the Employee determines that the Employee has successfully passed the physical examination administered by him/her, and the Board refuses to reinstate the Employee to duty, and the Employee desires to return to duty, then the Employee shall submit to a physical examination at the University of Michigan Hospital, or St. Joseph Hospital, and must successfully pass that physical in order to be reinstated to his/her position. The Employee and the Board shall share equally the costs of the examination conducted at the University of Michigan or St. Joseph Hospital.

4. Extension of Leave of Absence. A request for an extension of a leave of absence must be made fifteen (15) calendar days prior to the termination of the original or extension thereof. The Board, or its designee, agrees to give his/her answer, granting or denying the request for the extension, five (5) calendar days before the original or extended leave expires. Both the request for extension and the answer must be in writing.
5. Copies of Leaves of Absence. The President of Local 4090 will be given copies of leaves of absences when granted.

## **ARTICLE 21.**

### **INSURANCES**

#### **Section A. Medical Coverage**

The Department shall provide to each Employee, their spouse and dependent children, and each retiree, their spouse to whom the retiree was married at the time of retirement and dependent children of retiree who were dependent at the time of retirement, participation in the Blue Care Network HMO program subject to office visit co-payment, and a prescription drug co-payment of per prescription in accordance with the HMO's co-payment rules. The health insurance contribution by the Department shall not exceed the limits set by statute.

The Department shall have the ability to engage an alternative health care plan provided that the new coverage is at least equivalent to the current plan and that Local 4090 is supplied with copies of any proposals by new carriers prior to implementation. In the event that Local 4090 questions the comparability or equivalency, the plan shall not be implemented until a mutually agreed insurance consultant arbitrates and rules the plan is equivalent or better.

Each Employee understands and agrees that State Law caps the amount of health care payments or compensation that are permitted by public employers. Each employee further understands and agrees that any excess health care cost above the capped amount shall be paid by each employee equally with the annual amount divided into equal monthly installments withheld from the employees' paychecks on the second pay period of each month, or as otherwise agreed in writing by the Board, Chief and Local 4090.

#### **Section B. Optical and Dental Program**

The Department shall provide a program of optical and dental benefits for Employees, spouse and dependent children through the duration of this Agreement that is equal to the program that is currently in place for said employees.

### **Section C. Mutual Gains**

Any Employee that qualifies for Medical, Optical and Dental coverage under a spouse's coverage may opt out of the Board's medical insurance program, provided said Employee has medical coverage. Any Employee choosing to opt out shall be compensated for sixty percent (60%) of the actual cost to the department for "single" plan coverage, not to exceed three thousand dollars (\$3,000.00) per year. Mutual gains payment shall be made as part of the first payroll in December and pro-rated in the event the employee works less than a full calendar year, or the opt-out period is for less than a full calendar year.

### **Section D. Worker's Compensation / On the Job Injuries**

The applicable Worker's Compensation Laws will cover each Employee. If an Employee is disabled from an on-the-job injury and cannot perform his/her duties as an employee, he/she shall be eligible for workers compensation. The employee's PTO bank shall be used to ensure that the employee's effective net base pay, including contractual base pay increases, is not reduced for a period of two years, or until Long-Term-Disability insurance becomes effective.

### **Section E. Indemnification Assurance**

The Department shall insure or completely indemnify Employees against any and all claims arising out of participation in all acts attendant to acting on behalf of the Department in the performance of the employee's duties, with the exception of acts of gross negligence. Negligence shall include performing acts outside the protocols of the Washtenaw/Livingston Medical Control Board.

### **Section F. Disability Insurance**

The Department shall provide Short Term Disability (STD) and Long Term disability (LTD) to each employee, at the Department's expense, as follows:

**STD:** In the event of an accident, STD takes effect immediately. In the event of illness, STD takes place on the eighth (8<sup>th</sup>) day of the illness. STD shall pay 66.67% of the Employee's base wage for a maximum of 13 weeks, with a maximum weekly benefit of \$1,000.00.

**LTD:** LTD Benefits start upon exhaustion of STD benefits (90 days), for an "Own Occupation Period" of up to 24 months and a Maximum Benefit Period to age 65. LTD shall pay 60% of the Employee's base wage, with a maximum monthly benefit of \$6,000.

### **Section G: Health Savings Account**

This section left open for continued negotiations between the Board and Local 4090.

### **Section H. Life and Accident Insurance**

Each Employee of the Department shall be provided with a life and accident insurance policy, double indemnity, which may be in the form of a group policy. This policy shall be in the amount equal to the Employee's base wage rounded to the next thousand. Increases in life insurance will only take effect when an Employee is working regularly. Employees off due to on-the-job injury or extended sick leave shall not be considered as working regularly.

In addition to the Life Insurance Policy for each Employee of the Department, Group Accidental Death and Dismemberment Insurance benefits shall be provided as follows:

1. Amount Equal to the Amount of Life and Accident Policy.
  - Loss of Life
  - Loss of Both Hands

Loss of Both Feet  
Loss of Sight of Both Eyes  
Loss of One Hand and One Foot  
Loss of One Hand and Sight of One Eye  
Loss of One Foot and Sight of One Eye

2. Amount Equal to One-Half the Amount of the Life and Accident Policy:  
Loss of One Hand  
Loss of One Foot  
Loss of Sight of One Eye

Any death of an Employee resulting from viral or bacterial infections that were reported in accordance with the exposure reporting policies of the Department or the death of any employee resulting from the inhalation of smoke or gases while in the performance of their duties will be considered accidental.

**Section I. Life insurance for retirees shall be \$10,000**

**Section J. Death in the Line of Duty**

In the event that an Employee is killed in the line of duty, his/her designated beneficiaries shall receive one (1) full year's benefits provided under the existing contract in addition to life insurance benefits that are herein provided. Benefits shall include total salary, longevity and holiday pay. Payment is to be made to the beneficiary on regular paydays for twelve (12) months from the date of the Employee's death.

The Board shall also keep in force family hospitalization and dental benefits for one (1) year after date of death.

**ARTICLE 22.**

**PENSIONS**

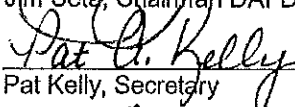
The Board shall provide pension benefits as required by MERS with a B-3 FAC 3 years with full retirement at age fifty-five (55) after twenty-five (25) years of service. The Board shall provide that the regular retirement pension payable to the retirees of the Department shall be two and twenty-five hundredths percent (2.25 %) of the final average compensation multiplied by the first twenty-five (25) years of service credited to the retiree.


Effective with the first full pay period following the ratification of this agreement each employee shall contribute 5% of their annual gross pay to the employees individual MERS account.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this 19<sup>th</sup> day of December, 2013, by and through their respective duly authorized officers and agents.

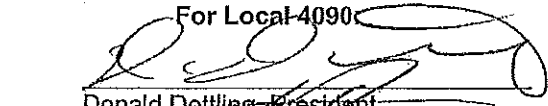
**For the BOARD:**

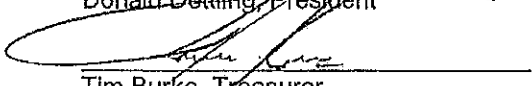
  
Jim Seta, Chairman DAFD

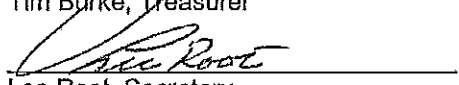
  
Pat Kelly, Secretary

  
Loren Yates, Fire Chief

**For Local 4090:**

  
Donald Detling, President

  
Tim Burke, Treasurer

  
Lee Root, Secretary





The  
Michigan Department of Natural Resources  
and the  
Natural Resources Commission  
present the

# "Partner in Conservation"

Award  
to the

## The Big 400

December 12, 2013



*Thanks  
Tom Olson*

*Congrats!  
Dustin Cough*



To


**The Big 400**

LET IT BE KNOWN, It is with the greatest pleasure that we extend our congratulations to The Big 400 upon being a recipient of the Department of Natural Resources' 2013 Partners in Conservation Award. This prestigious award recognizes the organization for its outstanding and unrelenting dedication to natural resource management and conservation within its community.

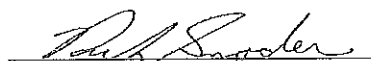
The Big 400 has been an enthusiastic proponent of outdoor tourism and recreation in the Chelsea area, where the organization has created an economic development strategy focused on supporting local parks. The group has spent countless hours promoting both the Waterloo and Pinckney State Recreation Areas, which has enabled these parks and their surrounding business communities to reap the economic benefits of increased tourism. Earlier this year volunteers organized by The Big 400 helped to clean the parks, enabling them to be used to their fullest potential. The Big 400's tireless devotion to advancing conservation has made it a shining example for other groups to follow.

The commitment that The Big 400 has demonstrated in promoting state recreation areas as hubs of economic development deserves the highest commendation. The Big 400 has not only increased the visibility of parks within Washtenaw County, but it has also engaged with local government efforts to boost tourism in four additional Michigan counties, ultimately raising \$15,000 to support our state park system. The countless contributions that The Big 400 has made to our area will not only leave a lasting impression on those who have already benefited from their work, but will also help our parks and communities to thrive well into the future.

IN SPECIAL TRIBUTE, Therefore, this document is signed and dedicated to recognize The Big 400 upon being a recipient of the Department of Natural Resources' 2013 Partners in Conservation Award. May the staff of The Big 400 know of our deep admiration and appreciation for their valuable contributions to the Great Lakes State.

  
Rebekah Warren, State Senator  
The Eighteenth District

  
Gretchen Driskell, State Representative  
The Fifty-Second District

  
Rick Snyder  
Governor

The Ninety-Seventh Legislature  
At Lansing  
December 12, 2013







# WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON  
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL [sheriff@ewashtenaw.org](mailto:sheriff@ewashtenaw.org)

MARK A. PTASZEK  
UNDERSHERIFF

To: Donna Dettling, Dexter Village Manager  
From: Keith Flores, Sergeant  
Through: Michael Trester, Lieutenant  
Cc: Dieter Heren, Police Services Commander  
Date: March 5<sup>th</sup>, 2014  
Re: February 1<sup>st</sup> through February 28<sup>th</sup> Police Services Monthly Report

AGENDA 3-24-14  
ITEM #3

During the month of February there were 237 Calls for service (including traffic stops). Deputies conducted 127 traffic stops during which they wrote 36 citations.

All assigned personnel are working their regular shifts (no long term leaves). Deputies continue to attend training throughout the year in efforts to improve overall service. Recent training initiatives include:

- Dep. Mark Kirby and Dep. Pasternak attended their monthly USRT (Underwater search and rescue) training during the month of February.
- Deputy's Alicia Dyer, Gerald Wagner, Harry Valentine, Rob Pasternak, John Scafasci and Mark Kirby all attended the second phase of POP training (problem oriented policing) during the month of February. All agency deputies will be attending the second phase of POP Training throughout the next month to enhance their community policing skills. This training exposes each officer to the principles of identifying specific community needs so that appropriate responses are planned and acted upon.
- Deputy Wagner and Zachariah both attended the first phase of defensive tactics during February. Defensive tactics teach the deputies how to defend themselves against attack and how to protect their weapon if a suspect attempts to disarm the deputy. In addition, the training teaches how to appropriately use force when circumstances escalate to the point where verbal direction is no longer effective.
- Deputy Pasternak attended a USRT training seminar which focused on dive scene risk management evaluation and hazardous material decontamination products and procedures. Training included a classroom portion and pool exercises to enhance/refresh his dive team skill set.

Several other projects and concerns are being addressed. They include:

- On February 6<sup>th</sup> at approx. 10:15pm deputy was dispatched to the 2000blk of Bishop Circle for a breaking and entering. Caller heard noises at the back door of the business believing someone was breaking in. Upon arrival, deputy made contact with the caller and checked the perimeter of the building. Deputy discovered the noise to be heavy plastic sheeting hanging down over the overhead doors blowing in the wind.
- On February 13<sup>th</sup> at approx. 7:00pm deputy was dispatched to 8000blk of Grand street for a suspicious incident. Caller advised she observed a subject lurking around the building and kick over the cigarette dispenser as if he was looking for a key. Subject was wearing a dark hoodie, gloves and was riding a bike. Upon arrival, deputy checked the perimeter of the building not locating any damage or anything suspicious. Subject was gone upon police arrival. Nothing else suspicious in the area involving this subject.

***Public Safety – Quality Service – Strong Communities***

- On February 16<sup>th</sup> at approx. 2:00pm in the 3000blk of Baker, dispatch received a call from a young girl advising that her father's ex- girlfriend was at the house wanting to know where the father was. When the girlfriend realized the father wasn't home, she tried to take the dog from the residence. The young daughter pulled the dog in the house and called 911. The subject left the residence in a red vehicle. It was later discovered that the female thought the father was dating someone else and went to the house to confront the father. The father was advised on the procedure to obtain a personal protection order.

AGENDA 3-24-14  
ITEM I-4

The Facility Committee met on Friday, February 21, 2014 at 8:30 a.m. Shawn Keough, Julie Knight, Paul Cousins, Fred Schmid, Courtney Nicholls, & Donna Dettling at the Village office.

Presented below are highlights from the meeting:

- Reviewed notes from February 7, 2014, committee was ok with notes.
- Skipped to item 3 on the agenda, Marie Sherry's summary memo of the meeting with Bond Counsel.
- Committee reviewed bond payment schedules; current schedule, pay down \$450,000 and pay down \$675,000 schedules, and the impact to current and future cash flow.
- Discussed DDA action from the February 20, 2014 meeting to pay down \$675,000 on the Taxable bond and initiate the 30-day notice period to the bond holder.
- Committee reviewed section of bond memo that addressed the question from the 2-7-14 notes; "how timeline for paperwork and approvals would flow to have a new GO Bond in place in 2017".
- There are two types of voted approvals; Millage-based and Bond-based. Under a millage-based the voters could approve a millage amount for a specific purpose and the village can wait to issue bonds. The funds collected would be held to pay for bonds and/or pay-as-you-go for improvements. Millage-based revenue would be reduced by Headlee each year. The bond-based is voter approved for a specific bond issue amount and purpose and is not subject to Headlee reductions.
- The group discussed how far in advance we can get voter approval for millage-based. It was debated that we could possibly be ready by this time next year or sooner.
- The need for revenue either through a millage-based or bond-based voter approval process, requires that we know what we're going to do and how much it's going to cost.

RFQ Discussion:

- The committee moved back to item #2 on the agenda. The RFQ discussion was held over from the last meeting to give Paul a chance to think about it before taking it to Council.
- Committee debated if they want to make the recommendation to Council to move forward with the RFQ process to explore options from exhibit "A", which includes **option 1** (renovate 8140 Main for Fire Hall, add new construction of elevator and rest rooms, and new construction for Village Office) **option 2** (construct New Fire Hall on Dan Hoey property and renovate 8140 for Village Office) and **option 3** (renovate 8140 for Fire Hall and Village Office).
- Shawn is in favor of the facility committee presenting an organized timeline of steps to Council, including the initial step of using an RFP process to hire a consultant to assist the village in defining what we're doing, why we're doing it and developing cost estimates to help us evaluate funding decisions for the 3 scenarios above. Shawn proposed hiring a consultant before the start of fiscal year 2014-2015 so that we can budget for the consultant expense in the 2014- 2015 budget. Shawn envisions a 6 to 8 month process with the consultant, so that Council can have several options to consider in early 2015. He can't support picking one of the options now and moving forward before we define all the parameters.

- Staff feels that facility improvements will be a significant investment decision that Council and the community will make and it is essential that this decision be made after we've fully explored the pros and cons with the help of a consultant.
- Paul and Julie are both comfortable letting Council choose between an RFQ process that further explores the options or let Council vote to pick one of the options now and get started on design and implement that solution without further delay.
- Paul wants to speed this up and pick one of the options and move forward with it immediately. Julie is ok asking council to choose between the RFQ process or picking one of the options.
- At the last meeting the committee discussed a timeline to work through; where, when, how, and how much we're going to spend to solve our facility needs. We think that a solid plan by July of 2015 would be a good target. We discussed being ready to let the voters decide on funding facility improvements in 2015.
- Fred likes the RFQ idea and feels we need help to better define what we're going to do, he wants to understand what will work best for the long term.
- Staff feels we need direction and help from a consultant to get through needs vs wants as well as move us through the public process with cost estimates and concepts. The goal is to better define all parameters "needs, wants, timing, costs, concepts". Build a case for what will work best for the long term and why. Then go to residents to build support and ask the public to fund it either Millage-based or Bond-based.
- With the committee split on the next step a solid recommendation out of committee wasn't made. Therefore, Council will be asked to determine if an RFQ process that further explores the options verses picking one of the options now and focusing the RFQ process on that option.
- The next Facility Committee meeting will be on Friday, March 7, 2014 at 9:00 a.m. at the village office.

Respectfully Submitted,  
Donna Dettling, Village Manager

# **FACILITY COMMITTEE**

**THE VILLAGE OF DEXTER**

**8123 MAIN STREET**

**Thursday, April 10, 2014**

**9:00 a.m.**

**At Village Office, Second Floor PNC Bank**

**Attendance:**

Shawn Keough, Paul Cousins, Julie Knight, Fred Schmid, Courtney Nicholls, and Donna Dettling.

**Why we're meeting:** The Facility Committee is meeting monthly every 1<sup>st</sup> Friday of the month starting in February 2014. The Committee will be working toward solutions to the village's facility needs.

**Proposed Committee Agenda**

1. Review Notes from March 7, 2014
2. Evaluate RFP Submittals, choose Consultants for interview.
3. Set schedule for Consultant Interviews for April and May.

The Facility Committee met on Friday, March 7, 2014 at 9:00 a.m. Shawn Keough, Julie Knight, Paul Cousins, Fred Schmid, Courtney Nicholls, & Donna Dettling at the Village office.

Presented below are highlights from the meeting:

- No discussion of notes from February 21, 2014.

RFQ Discussion:

- The committee reviewed a draft RFP for architectural services for a facility assessment involving the Village Offices and a Fire Station.
- The timeline to send out the RFP was proposed for March 11, 2014; provided Council supports the RFP at their meeting on March 10<sup>th</sup>.
- Discussed having a pre-RFP submittal meeting (March 20, 2014) with Consultants that want to tour the sites. We decided not to make this a mandatory meeting.
- The RFP's would be due April 8, 2014 and the Facility Committee would review them at their next meeting scheduled for Thursday, April 10, 2014.
- Interviews would be scheduled over the last two weeks of April and first two weeks of May.
- Provided the above timeline works out, the Facility Committee could have a recommendation to hire a Consultant to Council for the May 26, 2014 meeting.
- The Consultant would potentially complete the work in June, July and August; with a draft report to the Facility committee in September.
- A copy of the RFP is provided with these minutes.
- The next Facility Committee meeting will be on Thursday, April 10, 2014 at 9:00 a.m. at the village office.

Respectfully Submitted,  
Donna Dettling, Village Manager

## **Village of Dexter**

### **Request for Architectural Services for Facilities Assessment**

The Village of Dexter is requesting proposals for architectural services for a facility assessment involving Village Offices and a Fire Station.

Proposals will be considered from architectural firms that have successfully completed like projects involving municipal facility design/redesign/construction. The project is to be completed by a registered Architect with considerable prior experience in municipal facility design and facility assessment.

#### **Background on Village of Dexter Facilities**

**Village Offices** - The Village of Dexter is a general law village with sixteen employees. Six of these employees work in the Village Office, which is currently located in rented space in downtown Dexter (8123 Main in the PNC Bank Building). Village Offices used to be located at 8140 Main Street. Several years ago, the Village Office was moved to its current location when there was a need to find a home for the Washtenaw County Sheriff Substation in the Village. While the second story of the PNC Bank Building has served the Village well, it is too small and lacks many of the desired amenities of a more modern public facility.

**Fire and rescue services** - the Village is part of the Dexter Area Fire Department (DAFD) which was formed through an interlocal agreement with Dexter Township and Webster Township. The DAFD does not own any of the property or the fire stations which serve the community; instead, they are provided stations at the discretion of the participating municipalities. The Village of Dexter has provided a public fire station for as long as DAFD has been in existence. The main station of the department is currently located in the Village at 8140 Main. 8140 Main Street is a Village owned property that also houses a substation of the Washtenaw County Sheriff's Office. Independent of the Village's facility assessment, a consultant has been selected and design is currently underway for an additional permanent station in Dexter Township. It is anticipated that DAFD will have a third station in Webster Township. While plans have been discussed for an additional permanent station in Webster Township, Webster Township has not made any decision on the timing of this third station.

#### **Project Description**

Over the past several years, the Village has explored several ideas for improving 8140 Main for the fire department and finding a permanent home for Village Offices. The Village is outgrowing its existing office space. The current office is too small, is deficient in employee space, lacks adequate conference room space, and doesn't currently have a large town hall meeting room. In 2009, the Village purchased a 4 acre piece of property on the southern edge of the Village. The property currently

contains a farmhouse and the Village Community Garden, but has been considered as a possible site to construct a new Fire Station. The Village has also discussed renovating the Fire Station at its current location.

The Village is seeking assistance from a creative, innovative municipal facility architect that can offer guidance and structure through the process of evaluating the various options to aid Village Council in their future planning for facility improvements. This study will include gathering and sharing information with a variety of staff, elected officials and members of the general public.

The project includes the following tasks:

- Perform a needs assessment of the Fire Department, Sheriff's Office and Village Offices
  - o The needs assessment of the fire department should take into account the additional facilities under consideration by other DAFD communities.
- Use the needs assessment to provide concepts for the following options:
  - o Renovate 8140 Main to house both the Fire Department/Sheriff's Sub Station and Village Office
  - o Renovate 8140 Main to house the Sheriff's Sub-Station/Village Offices and build a new Fire Department at 7651 Dan Hoey
  - o Renovate 8140 Main to house the Sheriff's Sub-Station/Fire Department and provide a square footage estimate for Village Offices at an undetermined downtown location

### **Scope of Services**

#### **Evaluation**

- Perform a comprehensive space needs assessment in terms of size, ADA compliance, functional layout, and flexibility.
- Conduct interviews with Village staff, Sheriff Department and Fire Department staff.
- Tour the current facilities.

#### **Preparation of Potential Options**

- Once the data has been collected and evaluated, the selected architect will provide two concept plans for each of the three options, including a preliminary layout in the form of a preliminary floor plan.
  - o Concepts should conform to the Village Ordinance or specifically point out the reason for variance from the Ordinance.
  - o Each concept should include an opinion of probable construction cost.



## **Proposal Requirements**

- Firm overview
- Experience of staff that will be assigned to the project
- Examples of experience in municipal facility design/redesign/construction in the last 10 years
- Detailed work plan/approach to project with timeline that works within the anticipated project schedule
- Project budget

## **Anticipated Project Schedule**

RFP released – March 11, 2014

Optional Pre-Bid Facility Tour – March 20, 2014

Meet at 8140 Main at 10 am – please use on street parking located on Alpine/Main Street/  
Broad/Jeffords/Forest

RFP Due Date – April 8, 2014

Interviews – April/May 2014

Approval by Council – June 2014

Kick-Off Meeting with Facility Committee – July 11, 2014

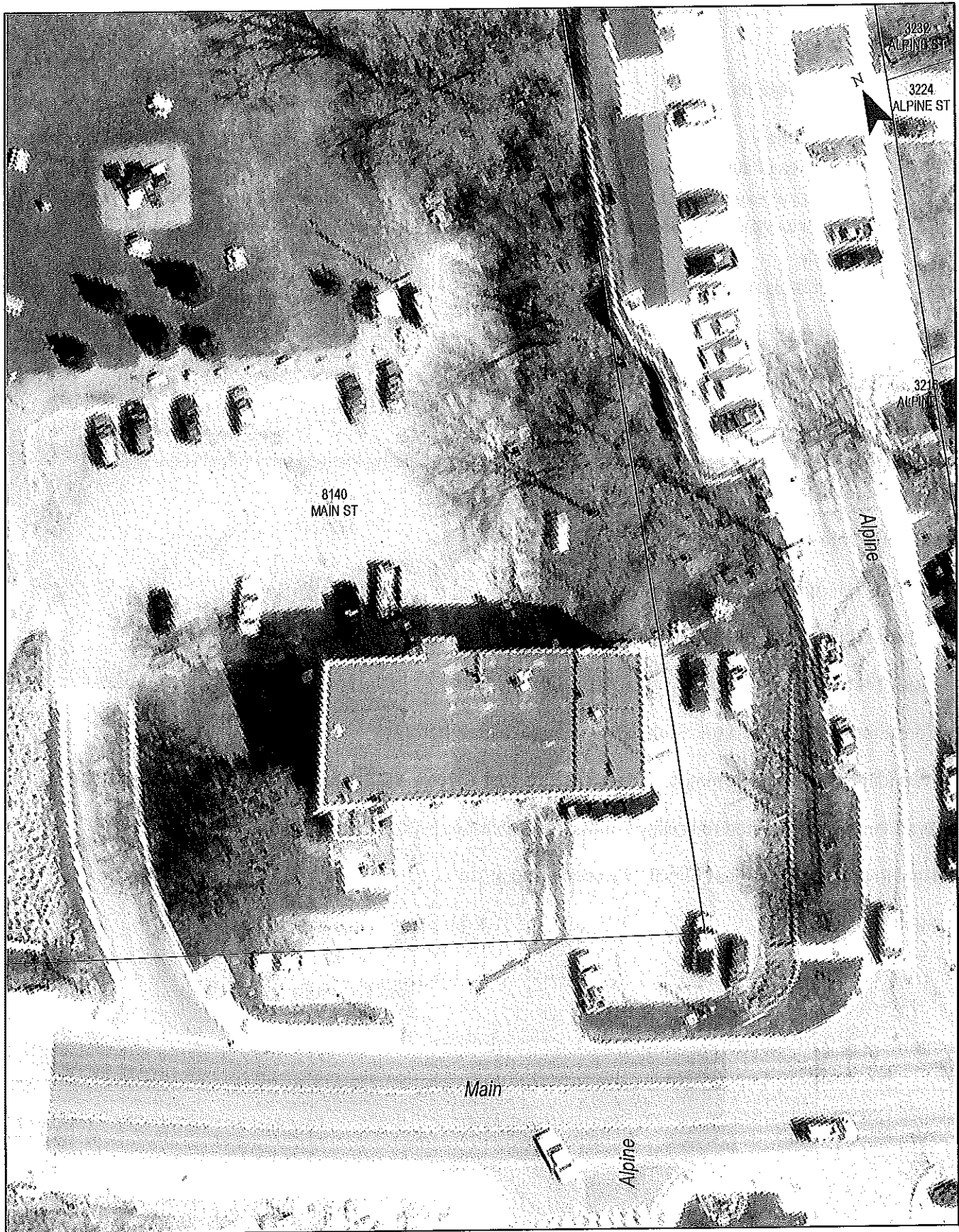
Consultant Completes Work – July 2014 through September 2014

Attendance at Facility Committee Meetings – August 1, 2014 and September 5, 2014

Draft Findings presented to Facility Committee – October 3, 2014

Final Report Presented to Council – November 10, 2014

Public Meeting - TBD



0 12.5 25 50 75 100  
Feet

8140 MAIN STREET



0 25 50 100 150 200  
Feet

7651 DAN HOEY ROAD



3-8-2014

AGENDA 3-24-14  
ITEM I-4

## Streets Committee Interim Report

### What we've done

- Looked at PASER ratings
- Evaluated road life we see in the Village
- Collected more info, including repair chart from OHM
  - Discuss OHM chart
  - Identify how \$/benefit is shown\Identify 5-> 4 and 3-> 2 as risks, high incremental costs
- Developed basis for strategy based on OHM info and road workshop
  1. Crack seal all 6-8 every other year
  2. Microsurface all 5 before they become 4.
  3. Mill & Overlay or Crush & Shape (Pulverize) all 3 before become 2.
  4. Reconstruct worst rated roads.
- Modeled in spreadsheet using \$350K per year (from staff based on budget)
  - Maintenance first will work, but will take 20 years to fix all roads.
  - Show model chart with miles per PASER ratings
- Determined do not have enough money to do needed maintenance and reconstruct some roads for next 5-7 years. (Maybe 1 or 2 reconstruct projects)
- Additional possible strategies to pursue to improve in shorter time:
  - Repair sections of roads to improve overall road PASER rating.
  - Evaluate where we can use M&O and C&S in lieu of Reconstruct.
  - Investigative upgrades in places such as in Industrial Park (heavy duty from Dextech out due to weights?)

### Goals

- All roads better or equal to 5 rating
- Eventually all roads better than 5.
- Minimize costs

### Possible additional actions to consider

- Bond associated with millage
- Millage only
- Wait 20 years
- Need to be able to:
  - explain to public
  - get buy in



**VILLAGE OF DEXTER**

8140 Main Street Dexter, MI 48130-1092

[ddettling@dextermi.gov](mailto:ddettling@dextermi.gov)  
Phone (734)426-8303 ext. 11 Fax (734)426-5614

**MEMO**

**To: President Keough and Council Members**  
**From: Donna Dettling, Village Manager**  
**Date: March 19, 2014**  
**Re: Assistant Village Manager &  
Village Manager Report - Meeting of March 24, 2014**

1. Meeting Review:

- March 12<sup>th</sup> – City Charter Commission
- March 17<sup>th</sup> – Ypsilanti Convention/Visitors Bureau Grant Workshop
- March 18<sup>th</sup> – Parks & Recreation Commission
- March 19<sup>th</sup> - Meeting with MDOT Office of Rail re: River Terrace
- March 19<sup>th</sup> – City Charter Commission

2. Upcoming Meetings:

- March 20<sup>th</sup> – DDA Meeting
- March 20<sup>th</sup> – Chamber Dinner
- March 22<sup>nd</sup> - Review City Charter Public Hearing
- March 24<sup>th</sup> – Anita Twardesky re: Trail Towns
- March 25<sup>th</sup> – Kyle DeBord re: SPARK
- March 25<sup>th</sup> - Farmers Market/Community Garden
- March 26<sup>th</sup> – City Charter Commission
- March 29<sup>th</sup> – Goals Work Session
- April 1<sup>st</sup> – Tree Board
- April 1<sup>st</sup> – Arts, Culture & Heritage Committee
- April 2<sup>nd</sup> – City Charter Commission
- April 4<sup>th</sup> – OHM Project Update Meeting
- April 8<sup>th</sup> – Farmers Market Vendor Dinner
- April 9<sup>th</sup> – City Charter Commission
- April 10<sup>th</sup> – Facility Committee
- April 10<sup>th</sup> - Ypsilanti Convention/Visitors Bureau Grant Workshop

3. **Tourism Meeting.** Staff attended the March 17, 2014 workshop held by the Ypsilanti Convention and Visitor's Bureau to discuss their Community Tourism Action Plan (CTAP) Program. The workshop focused on identifying Dexter's strengths and weaknesses in the area of tourism. The next meeting, which will focus on creating an action plan, will be held on Thursday, April 10, 2014 at 11:30 at the Dexter District Library.

4. **Plein Air Event.** This year's Paint Dexter Plein Air Festival will be held August 11 – 16. One idea that the Committee would like to pursue is the addition of a "Meet the Artists" event, which would offer wine and cheese and be held under the tent in Monument Park. This event would require a liquor license. The idea is to use this as a fundraiser and sell



up to 150 tickets at \$25 per ticket which would include two glasses of wine. If this is something Council would be comfortable with, staff will pursue the temporary liquor license with the State of Michigan.

5. **Goals Work Session.** Reminder that we will be having a second goal setting work session on Saturday, March 29, 2014 at the Library starting at 9:00 a.m. Staff is working on the Goals work sheet in preparation for the work session and we are hoping to make it a more meaningful tool for budgeting. A draft will be sent out on Wednesday prior to the work session.
6. **Central & Ann Arbor Street Bid Update.** Attached is a memo and bid tabulation from OHM for the Central & Ann Arbor Street Project.
7. **3045 Broad Demolition Update.** Universal Consolidated was on site March 19 and will be again on March 20 to load debris. Some of the materials on site will not be able to be hauled away until frost laws are removed. The issue with the fuel leakage has also been mitigated. Our Michigan Department of Environmental Quality representative Jeff Surfus has been involved with the cleanup and is satisfied with the Village and contractor's efforts.





## **Ypsilanti Area Convention & Visitors Bureau 2014 – 2016 Strategic Destination Plan Summary**

### **Our Mission and Values**

The mission of the Ypsilanti Area CVB is to actively partner with the tourism and hospitality industry by marketing and selling the destination brand experience with resulting additional spending by leisure and group travel visitors leading to enhanced community economic vitality and resident quality of life.

➤ Visitor-driven	➤ Visionary
➤ Partner-based	➤ Innovative
➤ Sustainable	➤ Accountable

### **Destination Marketing, Sales and Services Goal**

To increase the awareness and conversion of engaged visitors through targeted market strategies focusing on innovative promotional, sales and services programs.

### **Destination Development Goal**

To continuously support new and expanded visitor attractions, events, facilities, and related amenities and infrastructure.

### **CVB Community Relations and Advocacy Goal**

To advocate the importance and value of tourism and the focused leadership roles of the Ypsilanti Area CVB to all county stakeholders.

### **CVB Funding and Administration Goal**

To perform as a fiscally responsible organization with talented professionals and active partners resulting in optimal returns.

### **Our Vision**

The Ypsilanti CVB, as a brand-driven, partner-vested and community marketing leader, is innovative and influential in bringing new visitor business to the tourism/hospitality industry, city and surrounding county communities.

## **Our Priority Marketing and Development Initiatives**

- ➡ Increase investment in an interactive and well-linked destination website with high social media engagement and responsive database marketing
- ➡ Launch an inclusive marketing partnership with Travel Michigan
- ➡ Develop online community-based brand experience stories and messaging
- ➡ Initiate an ongoing feeder visitor market campaign with fully integrated 'call to action' attraction, event and lodging promotions
- ➡ Develop and implement a community tourism action plan (CTAP) grant program
- ➡ Continue the cooperative visitor industry marketing and event sponsorship grant program
- ➡ Continue technical support to community/district redevelopment, gateway and related beautification and wayfinding signage development
- ➡ Prepare a coordinated community festivals and events strategy and plan

## **Our Community and Visitor Industry Partner Promise**

The Ypsilanti CVB commits to providing incremental visitor business opportunities and educational support services.

## Overview of Community Tourism Action Plans (CTAPs)

CTAP programs have been prepared and implemented by various counties and cities through their destination marketing organizations/convention & visitors bureaus over the past 15 years. Their intent is to encourage visitation at the local community level through cooperative destination marketing and new/enhanced visitor experience efforts. Discussions and results typically center on community tourism assessment, brand development and priority visitor marketing/development programming.

CTAPs have occurred across the U.S. from North Carolina and the Midwest to California and the Pacific Northwest.

Examples include:

**Asheville (NC)** 8 areas/communities – Biltmore Village, Downtown, East, North, River Arts District, South, West and Black Mountain

**Orange County (IN)** 5 communities – French Lick, West Baden, Paoli, Orleans and Patoka Lake

**Newport Beach (CA)** 8 communities/neighborhoods – Airport District, Back Bay, Balboa Island, Balboa Peninsula, Fashion Island, Corona del Mar, Mariner's Mile and Newport Beach/Crystal Cove

**Clackamas County (OR)** 9 communities – Clackamas-Sunnyside, Estacada, Milwaukie, Molalla, Oregon City, Canby, Sandy, Government Camp and Villages of Mt. Hood

CTAP primary benefits to each community are as follows:

- Consensus on top community tourism challenges
- Development of a community brand vision and promise
- Determination of key visitor market segments and marketing needs
- Identification of tourism opportunities by community and/or regionally
- Agreement on community tourism project/program priorities
- Leverage of additional tourism marketing funds locally
- Encouragement of new visitor product experiences
- Higher awareness of tourism value to the community

CTAP measured outcomes are to increase the number of visitors and overnight stays to the community and area through the focused promotion and sustainable development of community tourism experiences.

# memorandum

**Date:** March 19, 2014

**To:** Donna Dettling, Village Manager  
**From:** Patrick M. Droze, P.E.

**Re:** Ann Arbor / Central Street Bids

On Friday, March 14, 2014, the Michigan Department of Transportation received seven (7) bids from contractors for the Ann Arbor and Central Street improvements. The bids ranged from \$1,416,404.42 to \$1,624,928.20. The lowest, as-checked bid was submitted by Zito Construction of Grand Blanc in the amount of \$1,416,404.42. The bid was 8.7% above the engineer's estimate which was \$1,296,839.00.

Our review of the bid tabulation revealed that most items of work were close to the engineer's estimate. The exception was with lump sum costs for mobilization and minor traffic devices. To help the Village understand overall project costs and the Village share, a series of tables have been provided below.

**TABLE 1: BID SUMMARY**

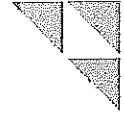
Project and Category	Estimated Cost	Bid Total Cost	Difference
Ann Arbor Street (Federal Participating Costs)	\$ 503,667.25	\$ 608,607.00	\$ 104,939.75
Ann Arbor Street (Non-Participating Costs)	\$ 445,508.25	\$ 419,348.00	\$ (26,160.25)
Central Street (Federal Participating Costs)	\$ 275,006.50	\$ 314,101.92	\$ 39,095.42
Central Street (Non-Participating Costs)	\$ 72,618.00	\$ 74,347.50	\$ 1,729.50
<b>PROJECT TOTAL</b>	<b>\$1,296,800.00</b>	<b>\$1,416,404.42</b>	<b>\$ 119,604.42</b>

**TABLE 2: COST PROGRAMING – ANN ARBOR STREET**

Project and Category	Budgeted Cost	Bid Cost	Difference
Ann Arbor Street Participating (STP-U 81.85% Match)	\$ 412,300.00	\$ 498,144.83	\$ 85,844.83
Ann Arbor Street – Village Streets (18.15% Match + Decorative Crosswalks)	\$ 103,075.00	\$ 137,462.17	\$ 34,387.17
Ann Arbor Street – Lighting Improvements	\$ 110,000.00	\$ 109,177.50	\$ (822.50)
Ann Arbor Street – Water Main	\$ 300,000.00	\$ 283,170.50	\$ (16,829.50)
<b>PROJECT TOTAL</b>	<b>\$ 925,375.00</b>	<b>\$1,027,955.00</b>	<b>\$ 102,580.00</b>

**TABLE 3: COST PROGRAMING – CENTRAL STREET**

Project and Category	Budgeted Cost	Bid Cost	Difference
Central Street (TED-F - Capped)	\$ 200,000.00	\$ 200,000.00	\$ -
Central Street (Village Streets)	\$ 171,425.00	\$ 188,449.42	\$ 17,024.42
<b>PROJECT TOTAL</b>	<b>\$ 371,425.00</b>	<b>\$ 388,449.42</b>	<b>\$ 17,024.42</b>



As shown in Table 2, the Federal funding component of Ann Arbor Street will absorb a significant portion of the project costs as the 80/20 funding split was programmed as uncapped through MDOT and SEMCOG. While the number is "uncapped," this number typically will be limited to 25% above the funding amount. Costs beyond this would be the responsibility of the Village. Based on the original budget number with WATS of \$383,000.00, the 25% limit is \$478,750.00. Considering the bid information, an additional \$19,394.83 of the participating costs may not be covered by federal funds. Note that all bid cost information is based on estimated quantities. The actual cost will be based on as-measured work performed by the Contractor.



Village President Report by Shawn Keough  
March 24, 2014

AGENDA 3-24-14  
ITEM I-6

Hello Residents and Fellow Council Members - here is a summary of my recent activities and some of my planned activities for the future:

Recent Meetings and Activities

March 15, 2014 - Scio Township Board of Review (BOR) – I attended and helped represent the Village's Downtown Development Authority (DDA) at their March 15, 2014 BOR meeting at Scio Township. The Village DDA was invited to present information and answer questions regarding why we felt the DWC property should be taxable. Scott Munzel (Attorney for the Village DDA) attended with me and presented our reasons and asked the BOR to consider several factors and past cases that were similar. The meeting on the 15<sup>th</sup> was a follow-up to the initial meetings held on March 4<sup>th</sup> and 5<sup>th</sup> by the BOR. The Board of Review will be making a decision in the near future and depending on their decision, additional challenges may be required. As a reminder, all of this effort is being done because the Village DDA has been left in a "negative capture" position as a result of the sale of the wellness center to a non-profit entity.

March 18 and 19, 2014 – I attended portions of the Michigan Municipal League Conference as part of my employment. I have met several people who asked me where I live. When I mention Dexter, they all get smiles on their face...nearly everyone I met had something nice to say about our community and a few have visited our new Mill Creek Park.

Future Activities

March 19, 2014 – Meeting with MDOT regarding use of Railroad ROW for Village Access

March 20, 2014 – Village Downtown Development Authority meeting

March 22, 2014 – Charter Commission Public Hearing (2 pm at the Dexter Library)

March 24, 2014 – Village Council meeting

March 29, 2014 – Council Goal Setting Session #2

April 10, 2014 – Facility Committee Meeting

Additional Goals/Activities for March 2014 (completed in italics)

1. Schedule a Website Committee meeting
2. Interview potential Parks Commissioner Candidates – currently setting up meetings
3. Interview potential Zoning Board of Appeals Candidates
4. Complete letter to Detroit Edison

I look forward to seeing you around our town!

Shawn Keough, Village President  
skeough@DexterMI.gov  
(313) 363-1434 (cell)







User: erin

EXP CHECK RUN DATES 03/17/2014 - 03/24/2014

DB: Dexter

JOURNALIZED OPEN AND PAID

BANK CODE: POOL

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. 1ST AYD CORPORATION	186.02		
2. ABSOLUTE COMPUTER SERVICES	190.77		
3. ALEXANDER CHEMICAL CORPORATION	2,330.98		
4. ANN ARBOR TECHNICAL SERVICES	1,846.00		
5. ARBOR SPRINGS WATER CO.INC	17.25		
6. BURNHAM & FLOWER OF MICHAGAN	10.00		
7. CINTAS CORPORATION	1,018.97		
8. COMPLETE ELECTRIC LLC	643.79		
9. CORRIGAN OIL COMPANY	2,619.31		
10. COURTNEY NICHOLLS	130.98		
11. CRIBLEY WELL DRILLING CO INC	1,757.50		
12. DEXTER SENIOR CITIZENS CENTER	750.00		
13. DONNA DETTLING	39.64		
14. DTE ENERGY	15,138.72		
15. DYKEMA GOSSETT PLLC	1,696.40		
16. ETNA SUPPLY CO	1,117.03		
17. FIRST ADVANTAGE	30.00		
18. GRAINGER	227.60		
19. GREEN GUYS LAWN AND LANDSCAPE	260.00		
20. GRIFFIN PEST SOLUTIONS	154.00		
21. HACKNEY HARDWARE	1,009.89		
22. I.T. RIGHT INC.	1,451.15		
23. KENNEDY INDUSTRIES, INC.	1,421.40		
24. KLAPPERICH WELDING	115.00		
25. LOWE'S BUSINESS ACCOUNT	440.99		
26. MARK'S AUTO SERVICE, INC.	123.81		
27. MICHIGAN ECONOMIC DEVELOPERS	270.00		
28. MICHIGAN PIPE & VALVE	1,029.98		
29. MILL CREEK SPORTING GOODS	92.96		
30. PARAGON LABORATORIES INC	65.00		
31. PITNEY BOWES GLOBAL	135.00		
32. PNC	638.79		
33. PRINT-TECH, INC.	33.00		
34. PURCHASE POWER	720.99		
35. ROARK SUPPLY, INC.	265.35		
36. SCOTT E. MUNZEL, PC	2,252.25		
37. THE SUN TIMES	77.97		
38. THOMAS GLOWACKI	250.00		
39. THOMAS J RYAN P.C	2,859.38		
40. UNIQUE PAVING MATERIALS	826.00		
41. WESERN WASH. AREA VALUE EXP.	8,000.00		
42. WOLVERINE FREIGHTLINER-WESTSID	116.50		
***TOTAL ALL CLAIMS***	52,360.37		

EXP CHECK RUN DATES 03/17/2014 - 03/24/2014

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User: erin  
DB: Dexter

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
<b>Fund 101 GENERAL FUND</b>							
Dept 101.000 VILLAGE COUNCIL							
101-101.000-943.000	COUNCIL CHAMBERS LEASE	DEXTER SENIOR CITIZEN	APRIL/JUNE 2014	03/18/14	03/24/14	600.00	40738
101-101.000-956.000	COUNCIL DISCRETIONARY EX	COURTNEY NICHOLLS	COUNCIL DINNER	03/17/14	03/24/14	60.98	40736
101-101.000-960.000	EDUCATION & TRAINING	PNC	WORKSHOP	03/18/14	03/24/14	95.00	40758
101-101.000-960.000	EDUCATION & TRAINING	PNC	TRAINING	03/17/14	03/24/14	150.00	40758
101-101.000-960.000	EDUCATION & TRAINING	PNC	TRAINING	03/17/14	03/24/14	125.00	40758
			Total For Dept 101.000 VILLAGE COUNCIL			1,030.98	
Dept 172.000 VILLAGE MANAGER							
101-172.000-960.000	EDUCATION & TRAINING	DONNA DETTLING	LUNCH 3045 REVIEW DEVELOPMENT	03/17/14	03/24/14	39.64	40739
			Total For Dept 172.000 VILLAGE MANAGER			39.64	
Dept 210.000 ATTORNEY							
101-210.000-810.000	ATTORNEY FEES	DYKEMA GOSSETT PLLC	LEGAL	1562212	03/24/14	472.40	40741
101-210.000-810.000	ATTORNEY FEES	SCOTT E. MUNZEL, PC	LEGAL SERVICE	1249	03/24/14	2,252.25	40762
101-210.000-810.000	ATTORNEY FEES	THOMAS J RYAN P.C	VILLAGE CHARTER	03/17/14	03/24/14	2,859.38	40765
			Total For Dept 210.000 ATTORNEY			5,584.03	
Dept 215.000 VILLAGE CLERK							
101-215.000-901.000	PRINTING & PUBLISHING	THE SUN TIMES	PUBLIC NOTICE	10835	03/24/14	27.34	40763
101-215.000-901.000	PRINTING & PUBLISHING	THE SUN TIMES	DISPLAY AD	40780	03/24/14	50.63	40763
			Total For Dept 215.000 VILLAGE CLERK			77.97	
Dept 265.000 BUILDINGS & GROUNDS							
101-265.000-727.000		ARBOR SPRINGS WATER C	OFFICE	1471724	03/24/14	17.25	40731
101-265.000-727.000		HACKNEY HARDWARE	FEB INVOICES	03/17/14	03/24/14	19.97	40747
101-265.000-727.000	OFFICE SUPPLIES	PNC	SUPPLIES	03/17/14	03/24/14	15.78	40758
101-265.000-728.000	POSTAGE	PURCHASE POWER	POSTAGE	03/19/14	03/24/14	720.99	40760
101-265.000-803.000	CONTRACTED SERVICES	GREEN GUYS LAWN AND L	CLEARING SNOW	2682	03/24/14	100.00	40745
101-265.000-920.000	UTILITIES	DTE ENERGY	FEB 2014	03/18/14	03/24/14	523.29	40740
101-265.000-935.000		CINTAS CORPORATION	UNIFORM SERVICE	03/17/14	03/24/14	105.94	40733
101-265.000-936.000	EQUIPMENT SERVICE CONTRA	PITNEY BOWES GLOBAL	LEASE	1503400-MR14	03/24/14	135.00	40757
101-265.000-937.000	EQUIPMENT MAINTENANCE &	I.T. RIGHT INC.	SUPPORT	03/17/14	03/24/14	101.25	40748
101-265.000-977.000	EQUIPMENT	ABSOLUTE COMPUTER SER	MICHELLE ANIOL	907	03/24/14	190.77	40728
101-265.000-977.000	EQUIPMENT	I.T. RIGHT INC.	SUPPORT	03/17/14	03/24/14	1,349.90	40748
			Total For Dept 265.000 BUILDINGS & GROUNDS			3,280.14	
Dept 301.000 LAW ENFORCEMENT							
101-301.000-920.000	UTILITIES	DTE ENERGY	FEB 2014	03/18/14	03/24/14	296.80	40740
			Total For Dept 301.000 LAW ENFORCEMENT			296.80	
Dept 336.000 FIRE DEPARTMENT							
101-336.000-920.000	UTILITIES	DTE ENERGY	FEB 2014	03/18/14	03/24/14	296.80	40740
101-336.000-935.000		GRIFFIN PEST SOLUTION	8140 MAIN ST	1119780	03/24/14	154.00	40746
			Total For Dept 336.000 FIRE DEPARTMENT			450.80	
Dept 400.000 PLANNING DEPARTMENT							
101-400.000-960.000	EDUCATION & TRAINING	MICHIGAN ECONOMIC DEV	MEMBERSHIP DUES	9157	03/24/14	270.00	40753
101-400.000-960.000	EDUCATION & TRAINING	PNC	TRAINING	03/17/14	03/24/14	125.00	40758
			Total For Dept 400.000 PLANNING DEPARTMENT			395.00	
Dept 441.000 DEPARTMENT OF PUBLIC WORKS							
101-441.000-740.000		HACKNEY HARDWARE	FEB INVOICES	03/17/14	03/24/14	172.97	40747
101-441.000-745.000		CINTAS CORPORATION	UNIFORM SERVICE	03/17/14	03/24/14	373.62	40733

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EXP CHECK RUN DATES 03/17/2014 - 03/24/2014

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BANK CODE: POOL

P120

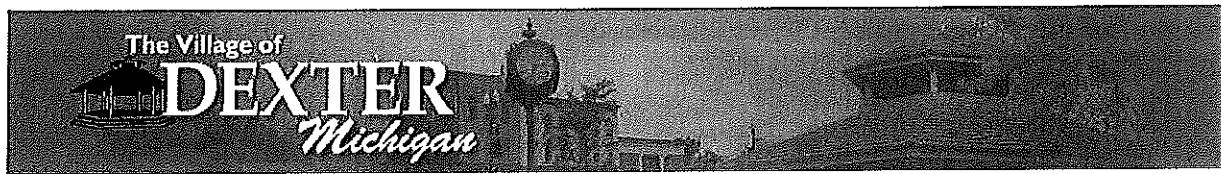
Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
<b>Fund 101 GENERAL FUND</b>						
Dept 441.000 DEPARTMENT OF PUBLIC WORKS						
101-441.000-751.000	CORRIGAN OIL COMPANY	WWTP	5878676	03/24/14	1,684.79	40735
101-441.000-920.000	DTE ENERGY	FEB 2014	03/18/14	03/24/14	1,487.40	40740
101-441.000-955.000	BURNHAM & FLOWER OF M DPW		38321	03/24/14	10.00	40732
101-441.000-957.000	FIRST ADVANTAGE	DPW	259502	03/24/14	30.00	40743
		Total For Dept 441.000 DEPARTMENT OF PUBLIC WORK			3,758.78	
<b>Dept 442.000 DOWNTOWN PUBLIC WORKS</b>						
101-442.000-802.000	DEXTER SENIOR CITIZEN	APRIL/JUNE 2014	03/18/14	03/24/14	150.00	40738
101-442.000-920.000	DTE ENERGY	FEB 2014	03/18/14	03/24/14	890.63	40740
		Total For Dept 442.000 DOWNTOWN PUBLIC WORKS			1,040.63	
<b>Dept 528.000 SOLID WASTE</b>						
101-528.000-901.000	PRINT-TECH, INC.		220311	03/24/14	11.00	40759
		Total For Dept 528.000 SOLID WASTE			11.00	
<b>Dept 751.000 PARKS &amp; RECREATION</b>						
101-751.000-732.000	GREEN GUYS LAWN AND L	ICE RINK	2683	03/24/14	160.00	40745
101-751.000-955.000	PNC	EASTER BUNNY SUIT	03/17/14	03/24/14	128.01	40758
		Total For Dept 751.000 PARKS & RECREATION			288.01	
<b>Dept 875.000 CONTRIBUTIONS</b>						
101-875.000-965.001	WESTERN WASH. AREA VAL	APRIL- JUNE 2014	03/18/14	03/24/14	4,250.00	40767
101-875.000-965.004	WESTERN WASH. AREA VAL	APRIL- JUNE 2014	03/18/14	03/24/14	3,750.00	40767
		Total For Dept 875.000 CONTRIBUTIONS			8,000.00	
		Total For Fund 101 GENERAL FUND			24,253.78	
<b>Fund 202 MAJOR STREETS FUND</b>						
Dept 463.000 ROUTINE MAINTENANCE						
202-463.000-740.000	THOMAS GLOWACKI	DEDUCTIBLE REIMBURSEMENT	03/18/14	03/24/14	250.00	40764
202-463.000-740.000	UNIQUE PAVING MATERIA	COLD MIX	233353	03/24/14	505.00	40766
		Total For Dept 463.000 ROUTINE MAINTENANCE			755.00	
		Total For Fund 202 MAJOR STREETS FUND			755.00	
<b>Fund 203 LOCAL STREETS FUND</b>						
Dept 463.000 ROUTINE MAINTENANCE						
203-463.000-803.002	UNIQUE PAVING MATERIA	COLD MIX	233354	03/24/14	321.00	40766
		Total For Dept 463.000 ROUTINE MAINTENANCE			321.00	
		Total For Fund 203 LOCAL STREETS FUND			321.00	
<b>Fund 402 EQUIPMENT REPLACEMENT FUND</b>						
Dept 441.000 DEPARTMENT OF PUBLIC WORKS						
402-441.000-939.000	HACKNEY HARDWARE	FEB INVOICES	03/17/14	03/24/14	40.98	40747
402-441.000-939.000	KLAPPERICH WELDING	MAINTENANCE	993	03/24/14	115.00	40750
402-441.000-939.000	WOLVERINE FREIGHTLINE	DPW	411904	03/24/14	116.50	40768
		Total For Dept 441.000 DEPARTMENT OF PUBLIC WORK			272.48	
		Total For Fund 402 EQUIPMENT REPLACEMENT FUND			272.48	
<b>Fund 590 SEWER ENTERPRISE FUND</b>						
Dept 248.000 ADMINISTRATION						
590-248.000-811.000	ATTORNEY FEES - MISCELLA	LEGAL	1562212	03/24/14	1,224.00	40741

User: erin  
DB: Dexter

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 590 SEWER ENTERPRISE FUND							
Dept 248.000 ADMINISTRATION							
Total For Dept 248.000 ADMINISTRATION						1,224.00	
Dept 548.000 SEWER UTILITIES DEPARTMENT							
590-548.000-740.000		HACKNEY HARDWARE	FEB INVOICES	03/17/14	03/24/14	99.65	40747
590-548.000-742.000	CHEMICAL SUPPLIES - PLAN	ALEXANDER CHEMICAL CO	WWTP	10015246	03/24/14	990.40	40729
590-548.000-742.000	CHEMICAL SUPPLIES - PLAN	ALEXANDER CHEMICAL CO	WWTP	10015202	03/24/14	670.29	40729
590-548.000-742.000	CHEMICAL SUPPLIES - PLAN	ALEXANDER CHEMICAL CO	WWTP	10015620	03/24/14	670.29	40729
590-548.000-745.000		CINTAS CORPORATION	UNIFORM SERVICE	03/17/14	03/24/14	539.41	40733
590-548.000-751.000		CORRIGAN OIL COMPANY	WWTP	5878676	03/24/14	834.52	40735
590-548.000-802.000	PROFESSIONAL SERVICES	KENNEDY INDUSTRIES, I	WWTP	592335	03/24/14	1,421.40	40749
590-548.000-824.000	TESTING & ANALYSIS	ANN ARBOR TECHNICAL S	WWTP	3984	03/24/14	1,846.00	40730
590-548.000-824.000	TESTING & ANALYSIS	PARAGON LABORATORIES	LAB	42155-79097	03/24/14	65.00	40756
590-548.000-901.000	PRINTING & PUBLISHING	PRINT-TECH, INC.		220311	03/24/14	11.00	40759
590-548.000-920.000	UTILITIES	DTE ENERGY	FEB 2014	03/18/14	03/24/14	5,731.80	40740
590-548.000-935.000	BUILDING MAINTENANCE & R	1ST AID CORPORATION	WWTP	626669	03/24/14	186.02	40727
590-548.000-935.000	BUILDING MAINTENANCE & R	HACKNEY HARDWARE	FEB INVOICES	03/17/14	03/24/14	34.97	40747
590-548.000-937.000	EQUIPMENT MAINTENANCE &	COMPLETE ELECTRIC LLC		89878	03/24/14	643.79	40734
590-548.000-937.000	EQUIPMENT MAINTENANCE &	CORRIGAN OIL COMPANY	WWTP	0005155	03/24/14	100.00	40735
590-548.000-937.000	EQUIPMENT MAINTENANCE &	HACKNEY HARDWARE	FEB INVOICES	03/17/14	03/24/14	160.58	40747
590-548.000-937.000	EQUIPMENT MAINTENANCE &	LOWE'S BUSINESS ACCOU	SUPPLIES	03/17/14	03/24/14	173.70	40751
590-548.000-937.000	EQUIPMENT MAINTENANCE &	MILL CREEK SPORTING G	WWTP	03/17/14	03/24/14	92.96	40755
590-548.000-939.000	VEHICLE MAINTENANCE & RE	MARK'S AUTO SERVICE,	MAINTENANCE	42046	03/24/14	123.81	40752
Total For Dept 548.000 SEWER UTILITIES DEPARTMENT						14,395.59	
Total For Fund 590 SEWER ENTERPRISE FUND						15,619.59	
Fund 591 WATER ENTERPRISE FUND							
Dept 556.000 WATER UTILITIES DEPARTMENT							
591-556.000-740.000		HACKNEY HARDWARE	FEB INVOICES	03/17/14	03/24/14	89.83	40747
591-556.000-740.000	OPERATING SUPPLIES	LOWE'S BUSINESS ACCOU	SUPPLIES	03/17/14	03/24/14	16.61	40751
591-556.000-802.000	PROFESSIONAL SERVICES	CRIBLEY WELL DRILLING	FROZEN WATERLINES	61080	03/24/14	1,757.50	40737
591-556.000-901.000	PRINTING & PUBLISHING	PRINT-TECH, INC.		220311	03/24/14	11.00	40759
591-556.000-920.000	UTILITIES	DTE ENERGY	FEB 2014	03/18/14	03/24/14	5,912.00	40740
591-556.000-937.000	EQUIPMENT MAINTENANCE &	ETNA SUPPLY CO	WWTP	101001768.001	03/24/14	89.75	40742
591-556.000-937.000	EQUIPMENT MAINTENANCE &	GRAINGER	WWTP	9370978810	03/24/14	227.60	40744
591-556.000-937.000	EQUIPMENT MAINTENANCE &	HACKNEY HARDWARE	FEB INVOICES	03/17/14	03/24/14	390.94	40747
591-556.000-937.000	EQUIPMENT MAINTENANCE &	LOWE'S BUSINESS ACCOU	SUPPLIES	03/17/14	03/24/14	250.68	40751
591-556.000-937.000	EQUIPMENT MAINTENANCE &	ROARK SUPPLY, INC.	WWTP	232369	03/24/14	265.35	40761
591-556.000-960.000	EDUCATION & TRAINING	COURTNEY NICHOLLS	TRAINING	03/17/14	03/24/14	70.00	40736
591-556.000-977.000	EQUIPMENT	ETNA SUPPLY CO	WWTP	100955237.001	03/24/14	1,027.28	40742
591-556.000-977.000	EQUIPMENT	MICHIGAN PIPE & VALVE	WWTP	03/17/14	03/24/14	1,029.98	40754
Total For Dept 556.000 WATER UTILITIES DEPARTMENT						11,138.52	
Total For Fund 591 WATER ENTERPRISE FUND						11,138.52	

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Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund Totals:						
		Fund 101 GENERAL FUND			24,253.78	
		Fund 202 MAJOR STREETS FUND			755.00	
		Fund 203 LOCAL STREETS FUND			321.00	
		Fund 402 EQUIPMENT REPLACEMENT FUND			272.48	
		Fund 590 SEWER ENTERPRISE FUND			15,619.59	
		Fund 591 WATER ENTERPRISE FUND			11,138.52	
Total For All Funds:					52,360.37	



## Arbor Day Proclamation

AGENDA 3-24-14  
ITEM J-2



Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our communities, and

Whereas, trees wherever they are planted, are a source of joy and spiritual renewal,

Now, therefore, the Village of Dexter Council, in conjunction with the State of Michigan, does hereby proclaim the last Friday in April (April 25, 2014) as Arbor Day in the Village of Dexter, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, we urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 24<sup>th</sup> day of March 2014.

Village President, Shawn W. Keough

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Village Clerk, Carol J. Jones

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Application and Release of Liability for Special Events, Park Use, Facility Use  
and/or Road Closures - Page 4

Applicant Information

Event Name: Dexter to Ann Arbor Run Date(s): June 1, 2014

Event Description: Half Marathon run starting in Dexter

Location: Starting at Creekside school running the first three miles in Dexter

☐ Park Use ☐ Facility Use ☒ Road Closure ☐ Fire/Open Burn

Organization Name (if applicable): Ann Arbor Track Club

Applicant Name: Gary Morgan Phone: 248-396-4936

Applicant Email: morgansden@yahoo.com

Applicant/Organization Address: 9821 Norman, Clarkston, MI. 48348

Additional Contact: Doug Goodhue

Type of Activity (check all that apply)

☒ Road closure. Notification date: June 1, 2014

☐ Parade.

☐ Exhibitions, erection of any temporary building or structure, and/or selling or giving away food, drink or merchandise.

☐ Hold an assembly involving thirty (30) or more participants.

☐ Hold an assembly involving less than thirty (30) participants.

☐ Private event such as a wedding or birthday party.

☐ Furnish or sell alcoholic beverages.

☐ Fire or open burn.

☐ Village services such as barriers, barricades, detour signs, or other use of Village equipment or personal are requested. Please provide details below.

Additional information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Application and Release of Liability for Special Events, Park Use, Facility Use  
and/or Road Closures - Page 5*

**Hold Harmless Agreement:** To the fullest extent permitted by law, Ann Arbor Track Club agrees to defend, pay in behalf of, indemnify, and hold harmless the Village of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the Village of Dexter, against all claims, demands, suits, or loss, including all costs connected therewith, and for any damages, which may be asserted, claimed, or recovered against or from the Village of Dexter, its elected and appointed officials, employees, volunteers, and others working on behalf of the Village of Dexter, by reason of personal injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this agreement.

Gary Morgan 1-30-14 \_\_\_\_\_  
Applicant's Signature Date Co-Applicant's Signature Date

Staff Review: Fee: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ Receipt #: \_\_\_\_\_

**Required Pre-Approvals:**

☐ Village Council Date: \_\_\_\_\_  
☒ Washtenaw County Sheriff Date: 2/7/14  
☒ Dexter Area Fire Dept. Date: 2-6-14

Signature: [Signature]  
Signature: [Signature]

**Attachment Check List:**

Yes	No	N/A	Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Damage Deposit. <u>OK NO. 2629</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Homeowners Insurance.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Liability Insurance.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Michigan Liquor Control Permit.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Road Closure Diagram or Map.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washtenaw County Sheriff Department Contract.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dexter Area Fire Department Contract.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Controlled Burn Permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

☐ Approved ☐ Denied Date: \_\_\_\_\_

APPROVED OR DENIED BY: \_\_\_\_\_

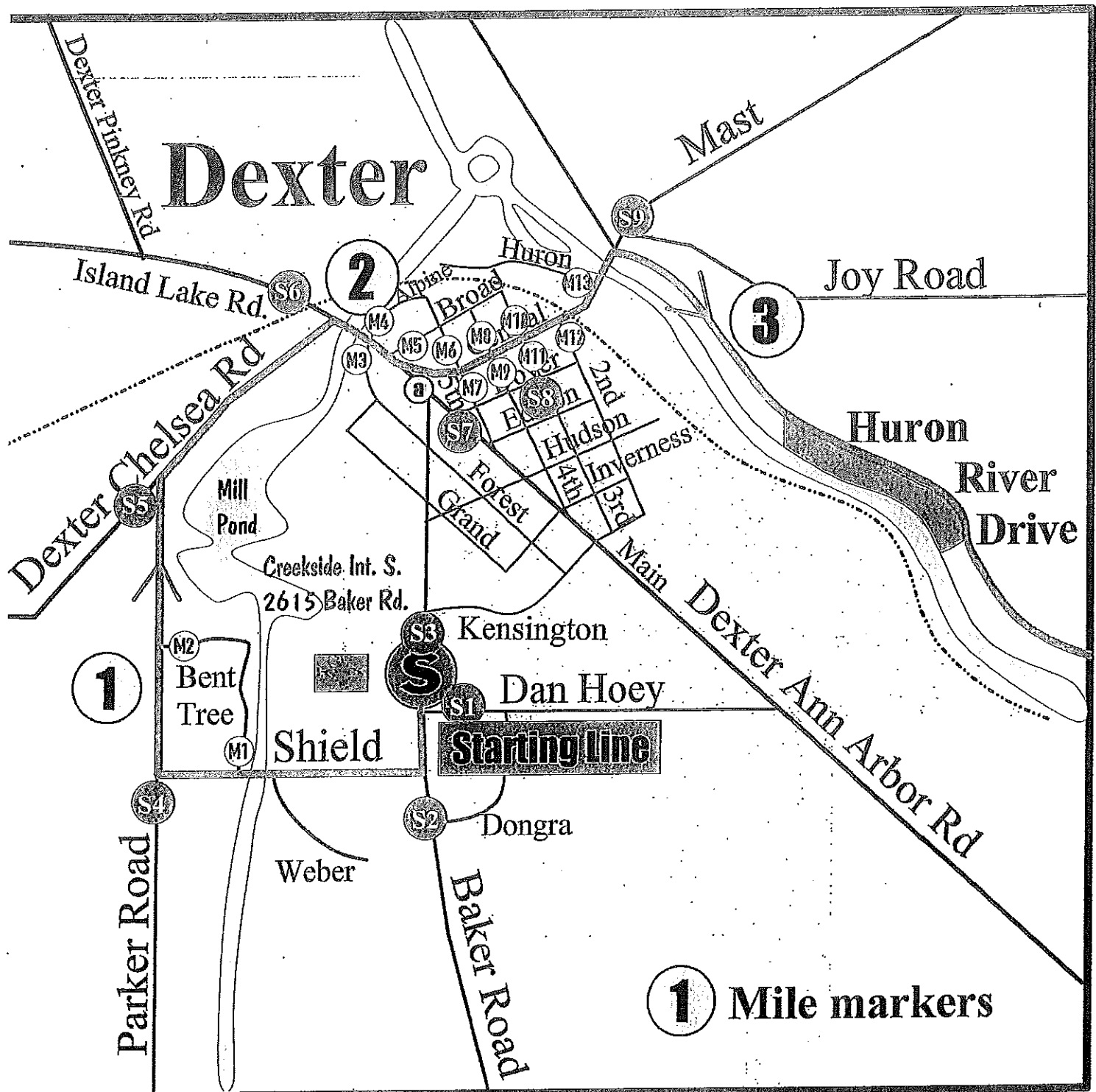
CONDITIONS OF APPROVAL: \_\_\_\_\_

REASONS FOR DENIAL: \_\_\_\_\_

APPROVAL STAMP:

# Dexter - Ann Arbor Run

## Dexter barricade placement: 13



### Race start times:

10K: 8:00 AM

Half: 8:30 AM

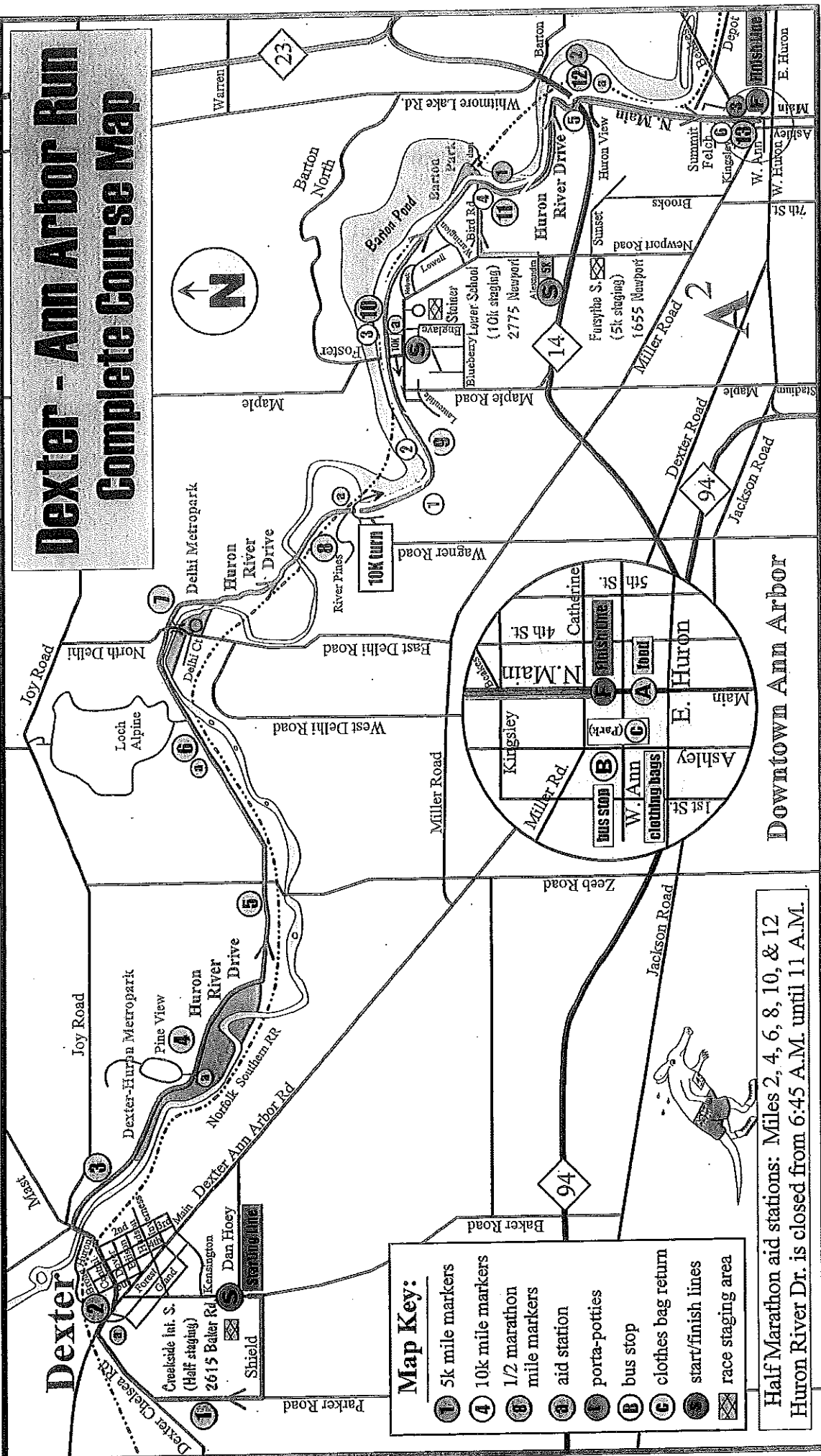
5K: 9:00 AM

13 Course marshals (M1-14)

8 Sheriff Deputies (S)

1 Supervisor (L)

# Dexter - Ann Arbor Run Complete Course Map



January 26, 2014

Dexter-Ann Arbor Run

Gary Morgan, Operations Director

[morgansden@yahoo.com](mailto:morgansden@yahoo.com)

Village of Dexter

8140 Main Street

Dexter, MI. 48130

Re: 2014 Dexter –Ann Arbor Run: Sunday 1, 2014

We are soliciting approval for road closures that are required for the 2014 Dexter-Ann Arbor Run. The race course will be the same as last year. Here are the details.

Race date: Sunday, June 1, 2014

Race will start at Creekside Intermediate School on Baker road at 8:30 AM.

Same course as 2013 through Dexter staffed by Sheriff & course volunteers

Insurance is provided by the AATC through Star Insurance

Mast/Joy HR Drive will reopen by 9:10 AM.

Road closures for portions of Huron River Drive are required from 8:45AM to 11AM

All residents living along Huron River Drive will be notified by mail regarding race.

I have already conferred with Sgt. Keith Flores, Washtenaw County Sheriff's Dept. about the 2014 race and will be meeting with him soon. His email is

[Floresk@ewashtenaw.org](mailto:Floresk@ewashtenaw.org). We will use the exact same plan for road closures and minimize the duration of closure at each intersection as detailed:

Baker Road from Hudson to Dongara	8:15- 8:35 AM
Shield Road from Baker to Parker	8:25-8:40AM
Parker Road from Baker to Parker	8:30-8:45AM
Dexter-Chelsea from Parker to Island Lake	8:35-8:45 AM
Island Lake/Ann Arbor from D.C. to Central	8:38-8:50AM
Main/Central from A.A. to H.R. Dr.	8:38-9:10AM

All local churches have been contacted. I have contacted Fire Inspector Dettling as well. We expect to obtain their approval on the Right of Way form.

Please let me know if you require additional information or background. Thank you for your consideration and cooperation.

  
Sincerely, Gary Morgan

Operations Director



## Memorandum

**To:** Village Council and President Keough  
Donna Dettling, Village Manager

**From:** Michelle Aniol, Community Development Manager

**Re:** Recommendation from the Tree Board to Award Tree Planting Contract

**Date:** March 18, 2014

On March 6<sup>th</sup> staff opened the bids received for Spring Tree Planting for 2014 and 2015. A total of 3 proposals were received and cataloged. At first blush it appears that Lodi Farms was the low bidder. However, Lodi Farms bids indicated if supports/guy wires were required there would be an additional \$50/tree fee. The next low bidder was Ann Arbor Landscaping, which included supports/guy wires in its bid.

During its review, the Tree Board determined that supports/guy wires were necessary due to soil and wind conditions in the Village. Therefore the low bidder was Ann Arbor Landscaping.

On Tuesday, March 11, 2014, following a thorough review of the bids and the bid log, the Tree Board voted to approve a recommendation to Village Council that Ann Arbor Landscaping be the vendor of record for Spring Tree Planting for 2 years.

Enclose with this memo you will find the bid document submitted by Ann Arbor Landscaping, as well as the Bid Log from the bid opening.

The Tree Board anticipates planting 25 trees this spring. Planting efforts are focused on the following areas:

- Along Broad Street, in recognition of the B2B Trail initiative;
- Monument Park, where a new Autumn Maple tree will be planted; and
- Past summers project areas.

The next meeting of the Tree Board is scheduled for Tuesday, April 1<sup>st</sup> at 5:00 pm. Final locations for new trees will be determined at that time.

### SUGGESTED MOTIONS

Based on the information provided by Ann Arbor Landscaping, and the Tree Board's recommendation, the Village Council moves to **(APPROVE / DENY)** Ann Arbor Landscaping as the vendor of record for Spring Tree Planting for 2 years.

Village of Dexter  
Spring Tree Planting Bid Log  
3/6/2014  
Bid Opening: Noon

		Vendor	Vendor	Vendor
		Ann Arbor Landscaping	Lodi Farms	Milligan's
VARIETY	CALIPER (DBH)	Unit Price	Unit Price	Unit Price
Sugar Maple (Green Mountain) <i>Acer saccharum</i>	2" - 2 1/2"	\$250.00	\$250.00	\$250.00
Mcgyar Ginkgo (male only) <i>Ginkgo biloba</i>	2" - 2 1/2"	\$310.00	\$265.00	\$500.00
Thornless Honeylocust (Skyline) <i>Gleditsia triacanthos</i>	2" - 2 1/2"	\$240.00	\$215.00	\$250.00
Japanese Zelkova (Greenvase) <i>Zelkova serrata</i>	2" - 2 1/2"	\$250.00	\$215.00	\$350.00
Red Oak <i>Quercus rubra</i>	2" - 2 1/2"	\$250.00	\$265.00	\$400.00
Autumn Blaze Maple <i>Acer freemanii</i> 'Jeffred'	4" - 4 1/2"	\$500.00	\$420.00	\$250.00
Yellowwood <i>Cladrastis kentukea</i>	2" - 2 1/2"	\$325.00	\$265.00	\$500.00
London Plane Tree <i>Platanus occidentalis</i>	2" - 2 1/2"	\$250.00	\$250.00	\$300.00
Hackberry <i>Celtis occidentalis</i>	2" - 2 1/2"	\$250.00	\$250.00	\$300.00
Common Serviceberry (Cumulus) <i>Amelanchier laevis</i>	2" - 2 1/2"	\$235.00	\$275.00	\$200.00
Kwanzan Cherry <i>Prunus</i> 'Kwanza'	2" - 2 1/2"	\$250.00	\$250.00	\$250.00
Winter King Hawthorn <i>Crataegus viridis</i>	2" - 2 1/2"	\$230.00	\$250.00	\$300.00
	Subtotal:	\$3,340.00	\$3,170.00	\$3,850.00
		Subtract \$10/tree if tree wrap and guys or support will not be needed	Additional \$50/tree for tree wrap and guys or supports	
OPTIONAL Tree Removal Services		\$65, under 3" cal.	\$100-\$500 depending on size	\$100.00

6-7



**BID FORM**

**SPRING 2014 & 2015 STREET TREE PLANTING  
VILLAGE OF DEXTER**

The Undersigned has read, fully understands and agrees with the specifications and bidding instructions and hereby accepts the conditions and requirements as part of this proposal.

The Undersigned deposes and says that as a responsible bidder submitting this bid, its agents, officers, or employees have not directly or indirectly entered into any kind of agreement, participated in any collusion, or otherwise taken any action in restraint of free and competitive bidding in connection with this proposal for this project.

The Undersigned further agrees to provide street tree planting in spring 2014 and 2015, subject to the terms, time schedules, and conditions set forth in the Request for Bids.

Submitted herewith is a bid for Spring 2014 and 2015 Street Tree Planting within the road right-of-way throughout the Village of Dexter. The bid includes labor, materials, equipment, transportation, and other costs necessary to provide the requested services.

**TREES FOR SPRING 2014 and 2015 PLANTING**

Species quantities will be selected following receipt of pricing.

<u>QTY</u>	<u>VARIETY</u>	<u>CALIPER (DBH)</u>	<u>UNIT PRICE</u>
TBD	Sugar Maple (Green Mountain) <i>Acer saccharum</i>	2" - 2 1/2"	\$ 250
TBD	Magyar Ginkgo (male only) <i>Ginkgo biloba</i>	2" - 2 1/2"	\$ 310 <sup>W</sup>
TBD	Thornless Honeylocust (Skyline) <i>Gleditsia triacanthos</i>	2" - 2 1/2"	\$ 240
TBD	Japanese Zelkova (Greenvase) <i>Zelkova serrate</i>	2" - 2 1/2"	\$ 250
TBD	Red Oak <i>Quercus rubra</i>	2" - 2 1/2"	\$ 250
TBD	Autumn Blaze Maple <i>Acer freemanii</i> 'Jeffsred'	4" - 4 1/2"	\$ 500
TBD	Yellowwood <i>Cladrastis kentukea</i>	2" - 2 1/2"	\$ 225
TBD	London Plané Tree <i>Platanus occidentalis</i>	2" - 2 1/2"	\$ 250
TBD	Hackberry <i>Celtis occidentalis</i>	2" - 2 1/2"	\$ 250
TBD	Common Serviceberry (Cumulus) <i>Amelanchier laevis</i>	2" - 2 1/2"	\$ 235
TBD	Kwanzan Cherry <i>Prunus 'Kwanza'</i>	2" - 2 1/2"	\$ 250
TBD	Winter King Hawthorn <i>Crataegus viridis</i>	2" - 2 1/2"	\$ 230

OPTION: Tree removal and disposal services

\$65 under 3" cal

**BID FORM (cont.)**

By affixing his/her signature, Bidder certifies that he/she understands the scope of work, has inspected the work sites and agrees to perform services under existing conditions and those stated herein.

Signature: John Reeling Bid Date: 28 Feb 14

Name and Title (printed): John Reeling Pres.

Complete Legal Name of Company: ANN ARBOR/LANDSCAPING, INC.

3200 E. NORTH TERRITORIAL RD.  
ANN ARBOR, MI 48105

Mailing Address: \_\_\_\_\_

Email Address: AnnArborland@Sbcglobal.net

Phone: 734-665-3311 Cell Phone: 734-845-1722

**ANY AND ALL DEVIATIONS FROM PRECEDING SPECIFICATIONS ARE TO BE LISTED ON THE FOLLOWING LINES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

START DATE: April 2014 END DATE: May 2014

LOCATION OF GROWING NURSERY (include necessary certifications if stock received from outside of Michigan):  
\_\_\_\_\_  
\_\_\_\_\_

DELIVERY DATE: \_\_\_\_\_ TERMS: \_\_\_\_\_

**END OF BID FORM**

VILLAGE OF DEXTER TREE PLANTING  
FOR 2012 AND 2013, SUPPLIERS LIST.

FROM; ANN ARBOR LANDSCAPING

NAME	PHONE
RUSHTON FARMS 9710 RUSHTON RD. SOUTH LYON ,MI .48178	248-437-0300
LAKE COUNTY NURS. P.O. BOX 122 PERRY,OH.44081	440-259-5571
WHOLESALE TREE 3208 ADVENTURE LN. OXFORD,MI.48371	248-969-5800
GREAT LAKES ORNAMENTALS 2117 BLUE STAR HIGHWAY FENNVILLE, MI.49408	269-543-8211
A.BROWN & SONS NURSERY, INC. P.O. BOX 427 PHILLIPSBURG, OH. 45354	937-884-5826
COUNTY LINE NURS. 69691 RED ARROW HWY. HARTFORD, MI. 49057	269-621-4543
LEGACY TREE FARM 1776 N.STATE RD.(M-66) IONIA,MI. 48846	616-527-0086
C & G TREE FARM 3244 E. MICHIGAN AVE YPSI. MI. 48198	734-482-1100

